Classroom Technology for Substitutes

Classroom Technology for Substitutes . . . .

This document contains information for substitutes in the Olathe Public Schools regarding access and use of classroom technology components and online resources to augment teacher lesson plans.

Please familiarize yourself with the contents of each section of the materials provided, so you will be fully prepared to utilize these resources upon substituting in our district.

Questions?

- ➲ **Substitute Services Department in the Human Resources Division: 913.780.8268**
- ➲ **Technology Help Desk: 913.780.8058**
- ➲ **Technology Support Website (Tech233): http://olatheschools.org/technology**

Absence Management & Teacher-Provided Information . . . .

The Frontline Education "Absence Management" system will continue to be used to access daily job information.

Information left on Absence Management by the teacher includes:

- Multiple school assignments for itinerant teachers
- Any special events or suggested attire for the day
- Information to assist substitutes in making decisions regarding accepting a job and information to assist a substitute with being adequately prepared for the day

FRONTLINE EDUCATION ABSENCE MANAGEMENT – *Access and Login* . . . .

Frontline Education Absence Management can also be accessed from the OPS Tech233 website at: http://olatheschools.org/technology

Every district device already has the Tech233 tile installed on the desktop:

♦ Login to Frontline Education system to accept a job - and view any pertinent information for the job.
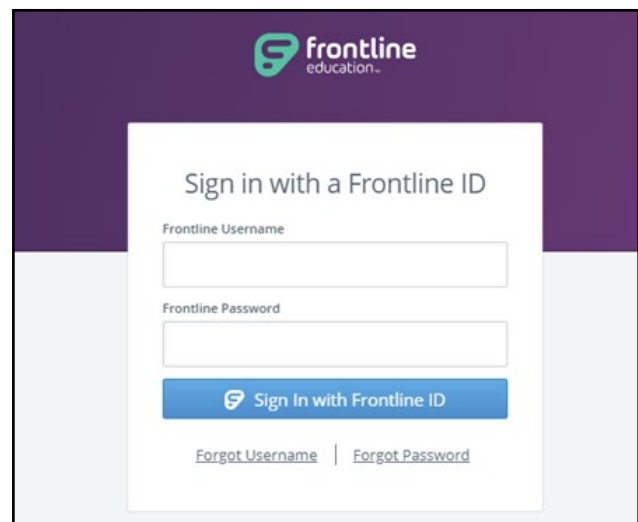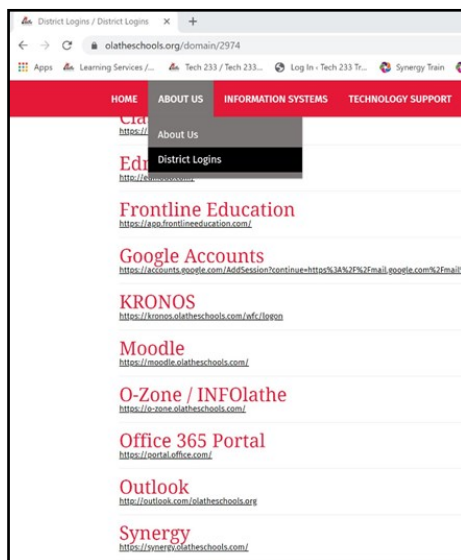
♦ You will also access Synergy/TeacherVUE here.

Logging Into Your Sub Device - *Network Login and Password* . . . .

Your Network Login and Password will sign you into any district computer and Office 365 (this includes your district email).

➲ <u>NEW</u> **Daily Substitutes:**

♦ **Username:** first initial, middle initial, last name (all lowercase) *Example:* jadoe

♦ **Temporary Password:** Olathe233 (capital "O")

You will be asked to change the password upon login

Password requirements:

- At least eight characters in length
- At least one Uppercase letter
- At least one lowercase letter
- At least one number
- May not contain any part of your name

➲ <u>EXISTING</u> **Daily Substitutes:**

♦ **Username:** first initial, middle initial, last name (all lowercase)

Example: jadoe

♦ **Password:** Existing Password

NOTE: The temporary password of "Olathe233" is for new employees only. If you have been a prior sub in the district, the password would be what it was the last time you logged in. If your password has expired, it will prompt you to change it at log in. If you cannot remember, you will have to contact help desk (5020-8058/913-780-8058) to have your password reset.

Logging Into Office 365 & Email . . . .

Update for 2020-21 School Year:

ALL Subs have access to Office 365 and an Olathe Public School district email address.

➲ **Email Address:** username@olatheschools.org (see p. 4 for the structure of your username)

➲ **Password:** Olathe233 or your existing password (for existing subs)

• You may visit www.office.com prior to your first sub assignment to change your password and set up two-factor authentication. This will help you recover your password if you ever forget it.

• At the sign in page, type your full email address (username@olatheschools.org) and the password that was just created at login.

• A dialog box will appear, requesting more information. Click Next then follow the prompts to set up two-factor authentication. (See Appendix A for detailed instructions)

• After logging in to email through OWA, wait 30 minutes before accessing email through the Outlook desktop client (Outlook icon) to allow the new password time to sync with Outlook.

My Network Information

Username: _____

NEW Password: _____

Email Address: _____@olatheschools.org
                                    (username)

Devices for Substitutes . . . .

- ➲ **Elementary school** subs will receive a **Surface Pro** from the front office/library upon arrival.

- ➲ **Middle school** subs will have a **desktop computer** in the classroom.

- ➲ **High school** subs will have a **Surface Pro** with a docking station in the classroom.

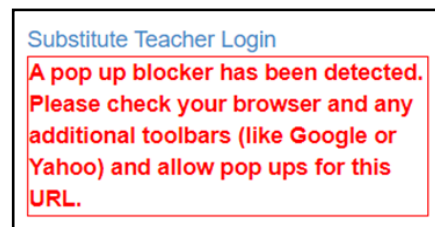   Each high school has a designated building Tech to assist with technology issues.

    - Olathe East- 780.7120
    - Olathe North- 780.7140
    - Olathe Northwest- 780.7150

    - Olathe South- 780.7160
    - Olathe West- 780.7180

Initial Browser Settings for Synergy/TeacherVUE . . . .

1. Double-click on the Synergy desktop icon or type **synergy.olatheschools.com** into the address bar.
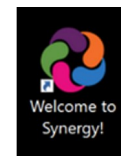
2. You will notice a notification beneath the login fields that a pop-up blocker has been detected.

    Substitute Teacher Login
    A pop up blocker has been detected. Please check your browser and any additional toolbars (like Google or Yahoo) and allow pop ups for this URL.

3. Click on the pop-up blocker at the far right-end of the address bar.
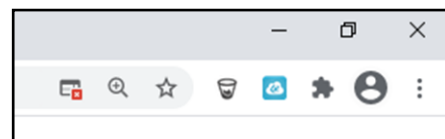
4. Click "always allow pop-ups and redirects from https://synergy.olatheschools.com"

5. Click **Done**

*** Please see **Appendix B** for detailed directions for turning off pop-up blockers for other browsers. ***
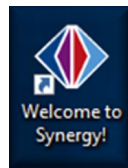
Synergy / TeacherVUE . . . .

The Olathe Public Schools Synergy/TeacherVUE system provides substitute access to Attendance, Lunch Count and Lesson Plans if left by the teacher.

Long-Term subs will also have access to the teacher's grade book.

Accessing Synergy/TeacherVUE

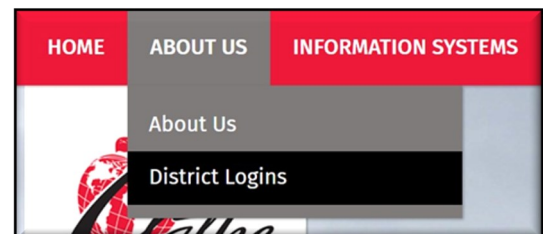⮑ All district devices (except Surface Pros) have a Synergy tile on the desktop:

You may also visit the Synergy website by typing: https://synergy.olatheschools.com/

⮑ All district devices also have the Tech233 tile on the desktop:
Tech233 website http://olatheschools.org/technology

⮑ Hover over About Us and select District Logins

⮑ Scroll toward the bottom and select Synergy

Synergy / TeacherVUE . . . .

Subs Logging Into Synergy/TeacherVUE:

➲ Synergy website : https://synergy.olatheschools.com/

Daily Substitutes

➲ Select **Substitute Teacher Login**
(Ignore Login Name and Password fields)

➲ Select **School Name** from drop-down list

➲ Select **Teacher Name**

➲ Password: The **DAILY PASSWORD** for the website will be provided upon check-in at the school.

➲ Click **Login**

Long-Term Substitutes

➲ Login Name is your long-term network username. - **Ex. jadoe**

➲ Password is your **OPS Network** Password (created upon initial access to the system)

SYNERGY / TEACHERVUE (*continued*) . . . .

AFTER LOGGING INTO SYNERGY/TEACHERVUE:

◗ TeacherVUE opens and displays any district or building announcements.

◗ Secondary substitutes will select the course/class for which they are teaching.

◗ The substitute will choose *Substitute Lesson Plans* from the *bottom right corner* of the TeacherVUE home screen to access lesson plans, if left by the teacher.

◗ * NOTE: Teachers may also leave a paper copy of lesson plans for substitutes.
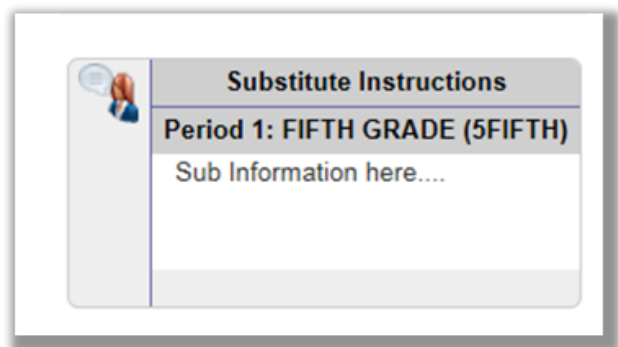
◗ Click on the link to display all substitute information for that specific class. Change Classes as necessary from the Home Menu > Change Classes menu.
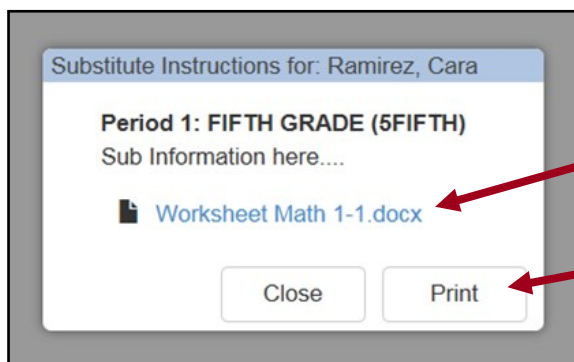
Documents may also be attached for substitute access in this location.

Lesson Plans may be printed from this Location (if printer has been set up).

TAKING ATTENDANCE: *In-Person Learning* . . . .

You must take attendance, even if no students are absent. *IF YOU MAKE A MISTAKE with Attendance, contact the front office.*

When you log into TeacherVUE, the system shows *you need to take attendance* by highlighting the Attendance button in yellow. After attendance is taken, the highlighting disappears and a green checkmark ✓ displays. There are two ways to take attendance, by chart or by list.
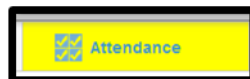
TAKING ATTENDANCE BY CHART

➲ Click Attendance.

The attendance options display.
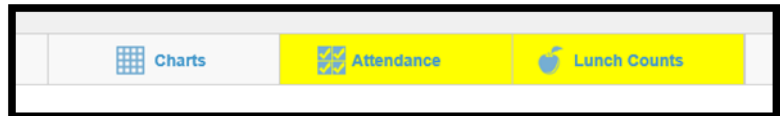
➲ Continue to click on the students' photo who is absent or tardy to toggle through attendance Reason Types.

➲ Only mark students who are absent or tardy. All unmarked students are considered present.

➲ The color-coded and abbreviated reason code displays.

➲ **Click Save.**

You return to the TeacherVUE Home screen and the Attendance button displays a green checkmark ✓ indicating that attendance has been taken today for this class.

TAKING ATTENDANCE: *In-Person Learning* *(continued)* . . . .

TAKING ATTENDANCE BY LIST

⮑ Click Attendance. The attendance options display.

⮑ Click List. The Taking Attendance screen displays.
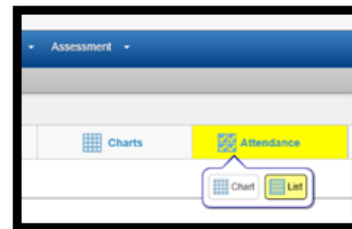
⮑ Select the appropriate date.
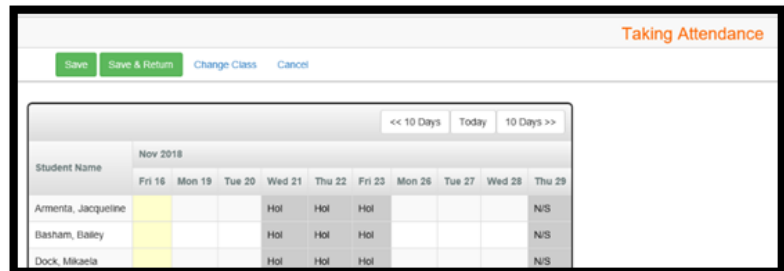
⮑ Click on the student's row under the correct date to toggle through attendance reasons.

⮑ Only mark students who are absent or tardy. All unmarked students are considered present. The color-coded and abbreviated reason code displays.

⮑ Click Save & Return

You return to the TeacherVUE Home screen and the Attendance button displays a green checkmark ✓ indicating that attendance has been taken today for this class.

Note: Taking attendance by list ensures all students are displaying when taking attendance. Taking attendance from chart view will not display any students *who have not yet been seated in the chart.*

Taking Lunch & Milk/Drink Count: (ELEMENTARY ONLY) . . . .

1. When you log into TeacherVUE, the system alerts you need to take lunch count by highlighting the Lunch Counts button in yellow.

2. Select the desired numbers for each option for meal or drink type. Click Save.

3. After lunch/drink count is taken, the highlighting disappears and a green checkmark ✓ displays.

   • Note: If a student is choosing *both a meal and an extra meal*, (Example: Meal A and Extra A), select only Extra A.

   • Note: For Kindergarten send the milk count down to the office via manual form or instructions left by teacher.

Special Notification in Seating Chart View . . . .

When checking the *Show Notifications* checkbox in the Seating Chart Configuration box, the following icons (others may be added in the future) will display providing important student information, as applicable for students in the current class.

	Special Education		ELL
	Life Threatening Health Condition		Notes
	Asthma		Custody
	Medical Alert		Exclude from directory/restricted info
	Gifted		

Online Curricular Resources: ClassLink . . . .

The Olathe Public Schools Board-Approved curriculum and resources include access to multiple online resources. Teachers should not leave their personal username or password information for getting onto the computer/network.

➲ **ClassLink** is only available for *Long-Term Subs.*

➲ All district devices have the Tech233 tile on the desktop:
> **Tech233 website** at: http://olatheschools.org/technology

➲ **Hover over About Us and select District Logins**
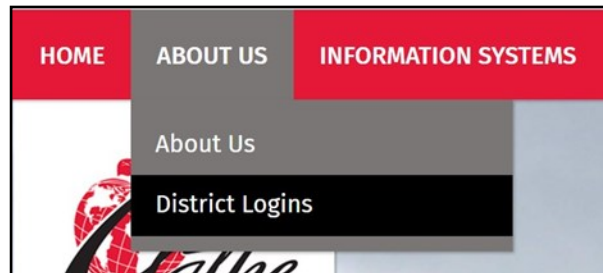
➲ Select **ClassLink**
> Use your network username and password
> to access ClassLink *(only for Long-Term Subs)*

ClassLink
https://launchpad.classlink.com/olatheusd233

Student iPads: **ELEMENTARY** . . . .

- ➲ The Olathe Public Schools elementary school students will have an iPad assigned to each individual student.

  - Instructions for use of the iPad will be provided by the classroom teacher, if applicable and a part of a given curricular lesson.

  - General guidelines for use and care will be provided by each classroom teacher.

- ➲ Each Pre-K through Grade 5 classroom will have 3 charging cubes available for students, if needed.

- ➲ At all times, students using iPads should be monitored closely.

- ➲ Each student iPad will have multiple APPs installed, placed in curricular/subject folders. Teachers will leave explicit instructions as to use of the iPad/APPs for a substitute.

Surface Go Tablets: **MIDDLE SCHOOL** . . . .

- ➲ The Olathe Public Schools middle school students will have a Surface Go tablet assigned to each individual student.

  - Instructions for use of the Surface Go will be provided by the classroom teacher, if applicable and a part of a given curricular lesson.

  - General guidelines for use and care will be provided by each classroom teacher.

- ➲ At all times, students using Surface Go tablets should be monitored closely.

- ➲ Each student Surface Go will have multiple APPs installed, placed in curricular/subject folders. Teachers will leave explicit instructions as to use of the Surface Go/APPs for a substitute.

> **Report any missing/broken technology items to the building administrator immediately.**

How to connect a Surface Pro Laptop to a Monitor and Classroom Projector
(ELEMENTARY SCHOOL AND HIGH SCHOOL SUBS ONLY)

➲ Locate adapter cable on desk, also known as a *docking station.*
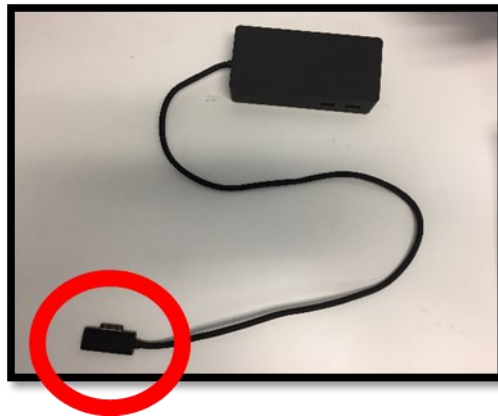
➲ Connect the cable to the Surface Pro. Refer to the next page to determine which button to use to project your screen.

➲ Turn on Surface Pro. (top of device)

Projector Remote Information for Subs 2020-2021

Used at: All elementary schools	Used at: All middle schools and Olathe North	Used at: ONW, OS, OE	Used at: Claire Learning Center only
Use: ♦ Power button (blue-upper left) ♦ Computer ♦ Video button for HDMI/ Apple TV/ DVD player ♦ Video button for PC at Summit Trail MS ♦ Volume (bottom right)	Use: ♦ Power button (red-upper left) ♦ Computer 1 or 2 ♦ HDMI for Apple TV ♦ Volume (bottom right)	Use: Power button (red-upper left) Computer ½ (toggle through) Video for DVD/VCR player Volume (- or +)	Use: Power button (red-upper left) Computer 1 Video button for DVD/VCR player Volume (- or + near bottom)

Appendix A

Resetting Password & Setting up Two-Factor Authentication for Office 365

Self Service Password Reset for Office 365 . . . .

Step One: Establish Two-Factor Authentication

1. Open a browser window and go to www.office.com. Click Sign in.
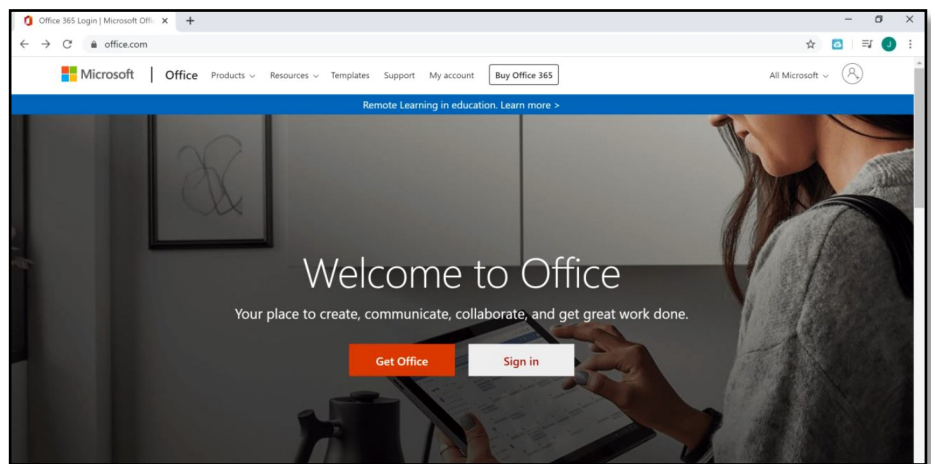
2. Enter your Olathe Public Schools email address, then Click Next. *See examples below:*
   a. Staff: jadoe@olatheschools.org
   b. Student: 123abc45@stu.olatheschools.org

3. Enter your network password, Click Sign in.

Self Service Password Reset for Office 365: *continued* . . . .

4. A dialog box will appear, requesting more information. Click Next.

5. Enter your personal phone number OR select the I want to set up a different method link. I want to set up a different method. From here, you may choose to enter an email address or security questions to authenticate.
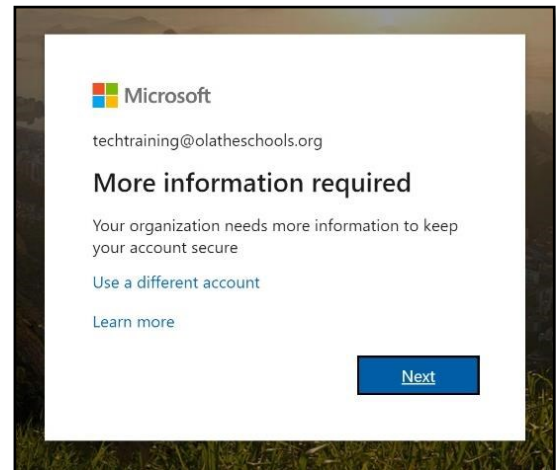
NOTE: *If you have selected email, you will need to provide a personal email address not associated with Olathe Public Schools.*
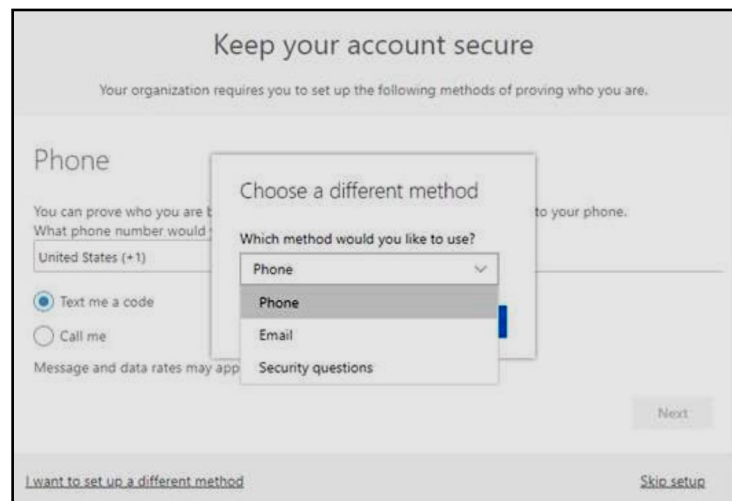
Self Service Password Reset for Office 365: *continued* . . . .

If you do not see the I want to set up a different method link in the lower left-hand corner, and would prefer to authenticate using your email address or security questions, select the Skip setup link or visit: https://aka.ms/ssprsetup. You will be redirected to choose another method.

Step Two: Establish Two-Factor Authentication

1. Return to www.office.com to sign in, then select Forgot my password.

2. Confirm your email address and enter the characters displayed on the screen.

NOTE: *The characters displayed will be unique to your email address, not the characters pictured in this resource.*

3. Enter and confirm your phone number, email address, or answer the security questions. You will only be prompted to do this when you initiate a password reset or change.

4. If you selected phone or email, enter the verification code you received.

5. Create and confirm your new password.

Your password must meet the following requirements

- ♦ At least eight characters in length
- ♦ At least one Uppercase letter
- ♦ At least one lowercase letter
- ♦ At least one number
- ♦ At least one special character (!, $, #, %, etc.)

A few examples of complex passwords:

- ♦ 5%Increase
- ♦ $20Puppies
- ♦ 1#Chicken

6. Click Finish. Your password reset is complete.

Technology Division

Appendix B

Initial Browser Settings

Microsoft Edge . . . .

Open Edge

1. Click the Settings icon in the upper right-hand corner (…)

2. Select Settings from the menu that appears *(located towards the bottom of the menu)*

3. Select <u>Privacy & security</u>

4. Under Browsing data, Select Choose what to clear

5. Select the following boxes: (*under Clear browsing data*)

   ☑ **Browsing history**

   ☑ **Cookies and saved website data**

   ☑ **Cached data and files**

   ☑ **Download history**

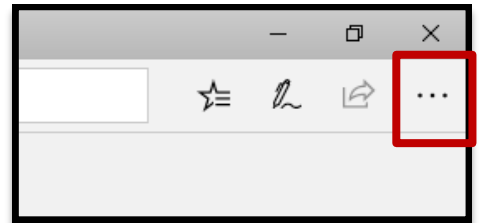   ☑ **Autofill data (includes forms and cards)**

6. Then select Clear
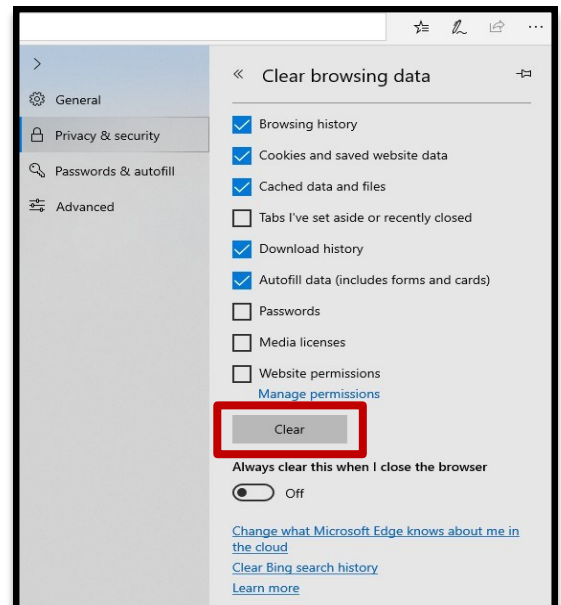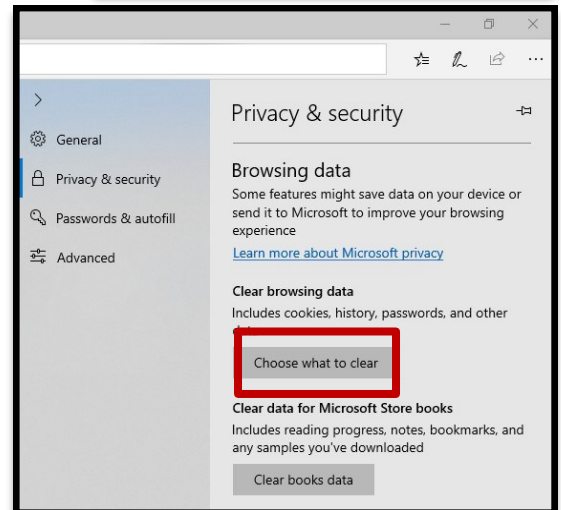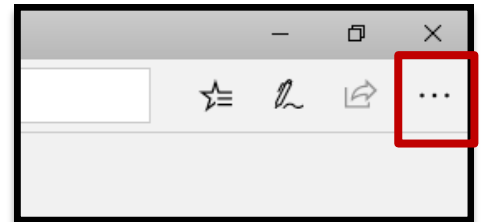
Initial Settings for Microsoft Edge . . . .
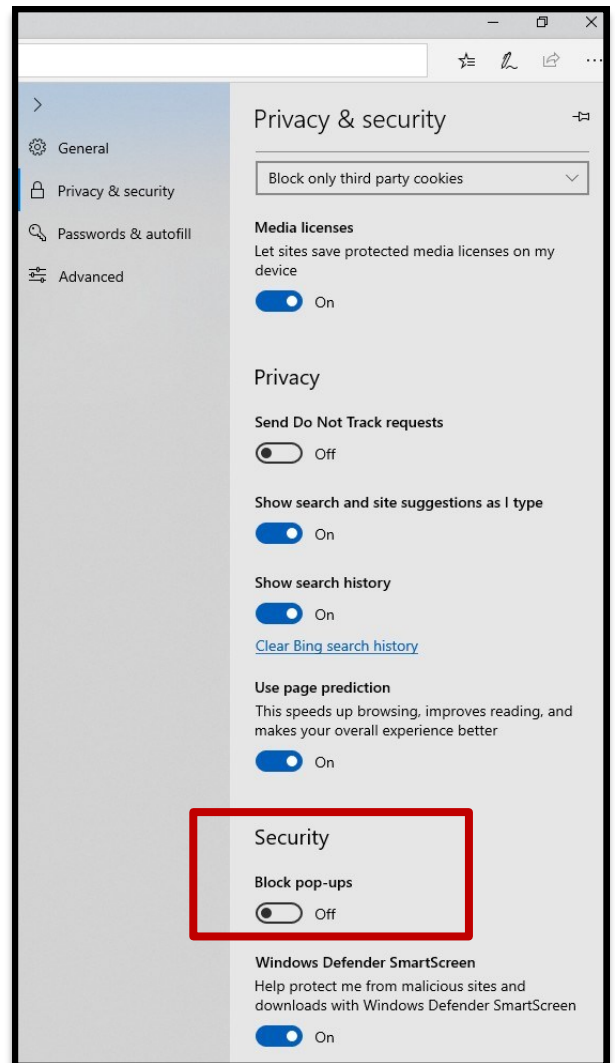
Open Edge

1. Click the **Settings icon** (…)

   in the upper right-hand corner

2. Select **Settings** from the menu that appears
   (located towards the bottom of the menu)

3. Select **Privacy & security**

4. Under Security, Toggle Off **Block pop-ups**

CHROME . . . .
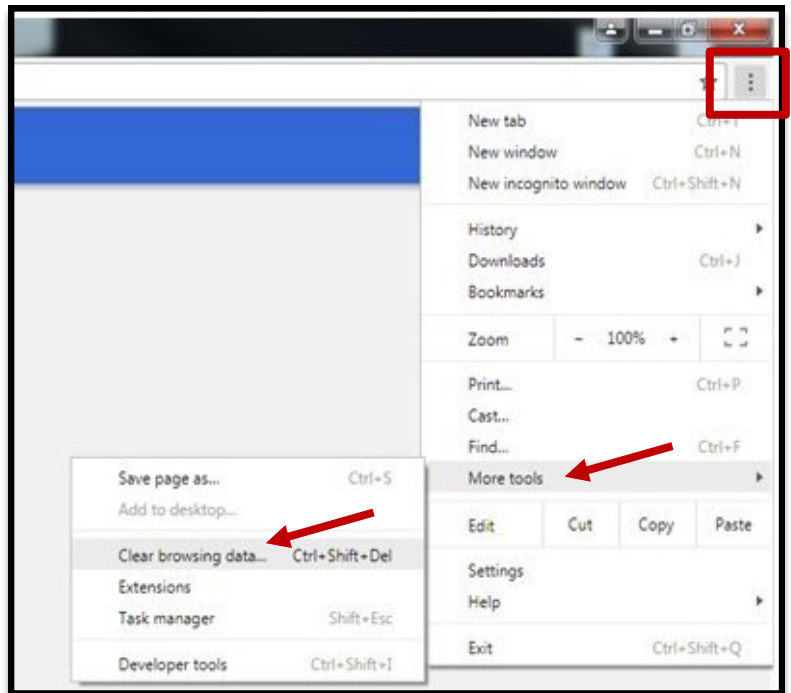
OPEN CHROME

1. **Click on the Chrome menu bar** on the browser toolbar
   (three dots upper right-hand corner)

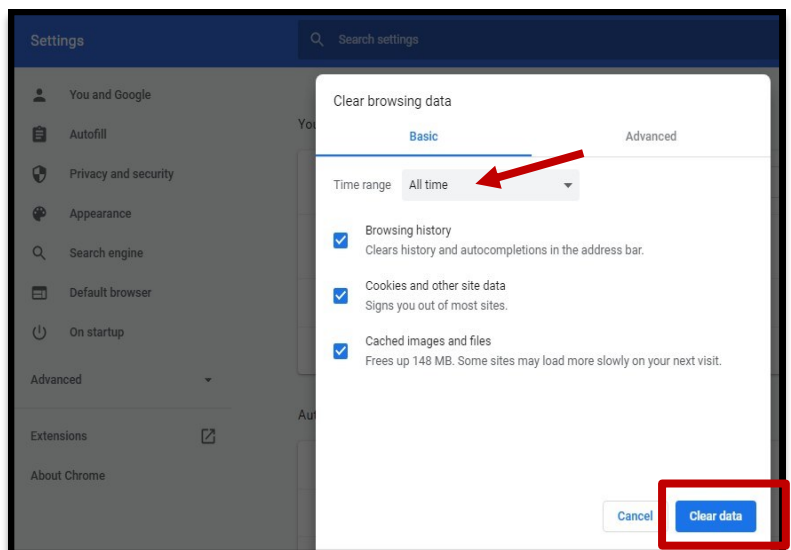2. Select **More tools**

3. Select **Clear browsing data**

4. Select **"Time range- All time"**

5. **Select the following boxes:**
   (*under Clear browsing data*)

   ☑ Browsing history

   ☑ Cookies and other side data

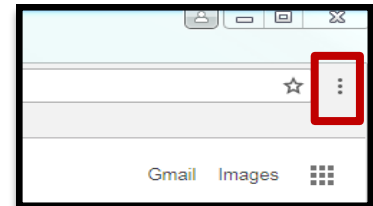   ☑ Cached images and files

6. Then select **Clear data**

Initial Settings for Chrome . . . .
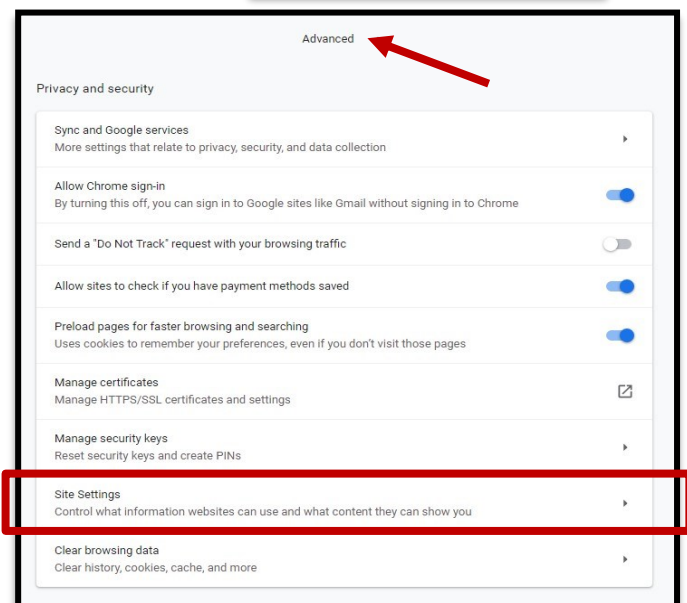
Open Google Chrome

1. Click on the Chrome menu bar on the browser toolbar *(three dots upper right- hand corner)*

2. Select **Settings**

3. Scroll down and select **"Advanced"**

4. Under <u>Privacy and security,</u> select **"Site Settings"**
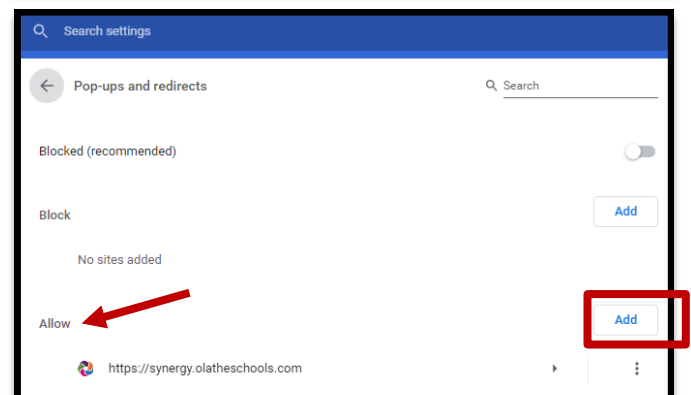
5. Select **"Pop-ups and redirects"**

6. Then, under **Allow**

7. Click **Add**

8. Then **type the URL:**
   https://synergy.olatheschools.com

9. Then Select **Add**

Firefox . . . .
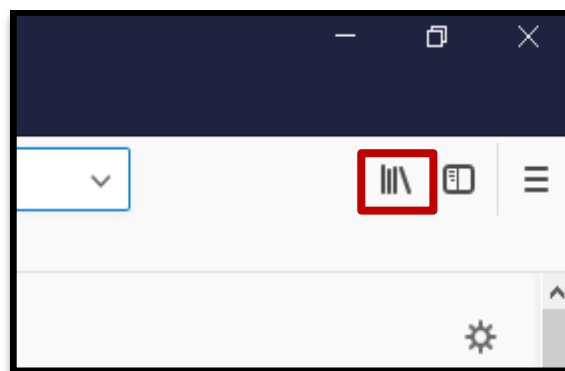
Open Firefox

1. Click the Library button in the top right corner.
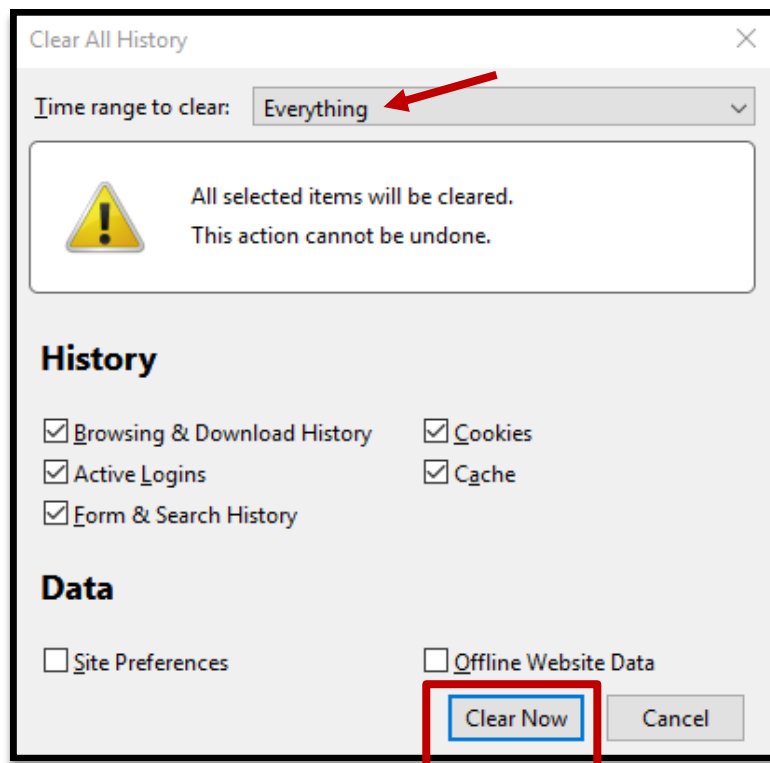
2. Click History

3. Click Clear Recent History

4. In the drop down menu under Time range to clear: Select "Everything"

5. Select the following items: (*under History*)

    ☑ Browsing & Download History

    ☑ Active Logins

    ☑ Form & Search History

    ☑ Cookies

    ☑ Cache

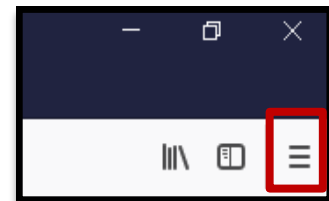6. Finally, click the Clear Now button. The window will close and the items you've selected will be cleared.

Initial Settings for Firefox . . . .
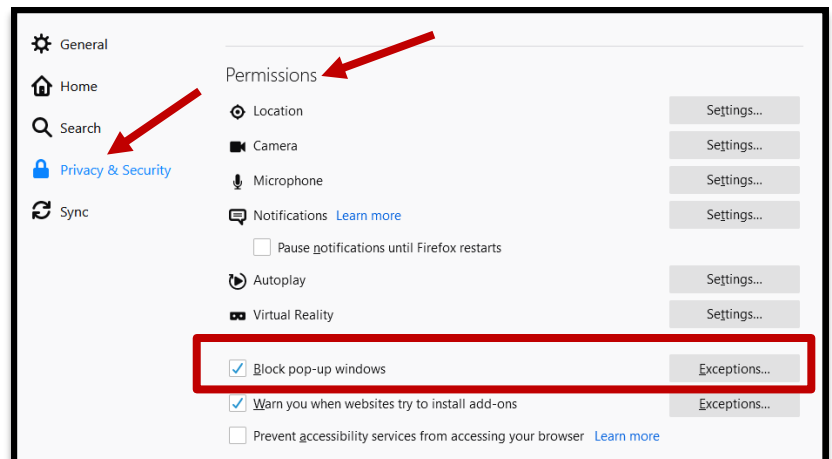
Open Firefox

1. Open the **Menu** in the upper right-hand corner *(3 stacked lines)*

2. Select **Options**

3. Select **Privacy & Security** *(located in the left side column)*

4. Scroll down to the **Permissions** section. Click on **Exceptions,** next to Block pop-up window

5. **Enter:** https://synergy.olatheschools.com/

6. **Click Allow**

7. **Click Save Changes**