

SmartBoard/Laptop Procedures for Substitutes

When you are out of your classroom and a substitute needs to use your laptop and/or SmartBoard:

- ❖ The sub may use Scratch Pad if your SmartBoard has that capability.

- ❖ The sub may show videos using a VCR/DVD player.
 - Contact Amy to sign out a VCR/DVD player.

- ❖ If the sub needs to access files on the network and needs to use your laptop with your SmartBoard:
 - Do **NOT** allow the sub to use your log in.
It is a violation of your signed AUP and it leaves your login vulnerable.
 - Have the sub see Amy to sign an AUP.
 - Once the sub has signed an AUP, it will be on file and the sub will not need to sign again.
 - Contact Amy for the sub login for the day.
 - Sub login format is:
 - Username: essub.
 - Password: will be set to current day's date (e.g.: 091809).
 - Place files that the sub will need on the Shared Drive and leave directions in your sub plans for where the files are located.
 - Contact Amy if you need a loaner laptop.
 - The sub may contact Amy (2136) to help resolve any problems.