

Riverside Unified School District

**Plan for Securing Certificated Substitute Teachers for Virtual & In-Person/Hybrid Instruction**

Included is a chart that details information and directions on how to secure a Substitute Teachers for Virtual & In-Person/Hybrid Instruction. This chart also includes detailed steps that need to be followed in order to clearly communicate lesson plans/directions for substitutes to follow in order to better ensure a learning experience for your students during virtual and In-Person/Hybrid instruction. In addition, for your reference, included with this email is a spreadsheet that includes the name of each RUSD substitute teacher along with their RUSD email address.

TASK	PROCESS
<p><b>Distance Learning training for all Certificated Substitute Teachers</b></p>	<ul style="list-style-type: none"> <li>• All certificated substitute teachers have received an email from Wilson Cuellar informing them that Hybrid/virtual learning instruction training must be completed prior to taking on any hybrid/virtual instruction substitute teacher assignment.</li> <li>• All non long term substitutes (day to day and 30 day permit substitutes) will be invited to complete an abbreviated distance learning training (7.5 hours). The training will include courses on Google Classroom, Google Docs, Google Slides, Clever, and Kami.</li> </ul>
<p><b>When to request a substitute</b></p>	<ul style="list-style-type: none"> <li>• Teachers may request a <b>Certificated substitute teacher</b> if they are to be absent for one or more days.</li> </ul>
<p><b>How to request a substitute teacher and how a Substitute Teacher is assigned to the assignment</b></p>	<ul style="list-style-type: none"> <li>• Teachers/school secretaries are to request a Certificated substitute teacher through the AESOP/Frontline system. <a href="http://www.aesoponline.com">www.aesoponline.com</a></li> <li>• Sign in to Frontline <a href="http://www.aesoponline.com">www.aesoponline.com</a> and enter absence in AESOP/Frontline following the directions below.</li> <li>• Enter the dates you will be absent.</li> <li>• When entering an absence, if a substitute is required choose “Yes, substitute required”</li> <li>• Enter a reason for your absence: “Illness, PB, PN, etc”.</li> <li>• Since instruction will be done virtually/distance learning, the RUSD Teacher must upload the lesson plans to the substitute teacher’s AESOP/Frontline Portal</li> <li>• This is how you upload the lesson plans on to the substitute teacher’s <b>AESOP/Frontline</b> portal:</li> <li>• When ready to create an absence in AESOP/Frontline, save your lesson plans as a PDF attachment.</li> <li>• Click on “choose file” (see picture below) select your PDF lesson plan for this day (s) and upload the file.</li> <li>• Credential Technician, Jewel Bundy will ensure that the substitute assigned has already been trained on Google classroom.</li> </ul>

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**Create Absence** 0 Scheduled Absences 0 Past Absences

Please select a date Need more options? Advanced Mode

August 2020

SUN	MON	TUE	WED	THU	FRI	SAT
28	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Substitute Required**  Yes

**Absence Reason** Select One

**Time** Full Day  
Please enter a valid time range using the HH:MM AM format.  
08:00 AM to 03:30 PM

**Hold Until** No Hold

**Notes to Administrator** (not viewable by Substitute)  
255 character(s) left

**Notes to Substitute**  
255 character(s) left

**FILE ATTACHMENTS**  
DRAG AND DROP FILES HERE  
Choose File No file chosen  
Shared Attachments

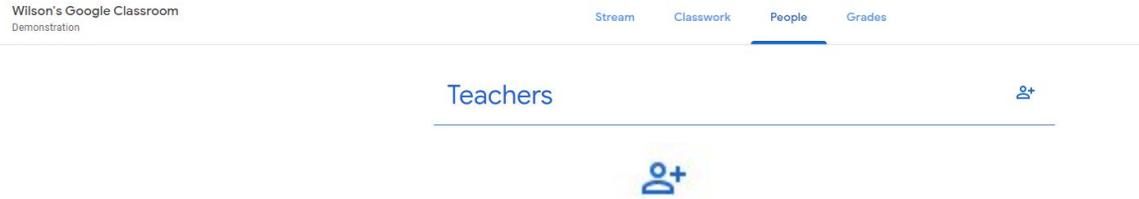
Cancel  Create Absence & Assign Sub  Create Absence

- Complete the rest of the information request: dates of absence, absence reason, etc.
- Finalize the request by clicking “Create absence and assign sub” if you already have a substitute in mind, or simply click “create absence” and the AESOP/FRONTLINE system will assign a substitute for your assignment.
- Credential Technician, Jewel Bundy will ensure that the substitute assigned has already been trained on Google classroom.
- After finalizing your request in AESOP/Frontline, the teacher will receive a confirmation email informing her/him who is the substitute teacher assigned for the date(s) requested.

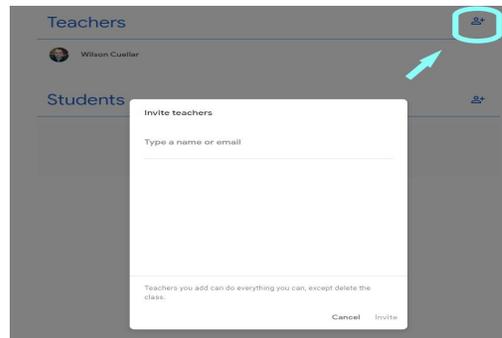
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### Sharing the Teacher's Google Classroom with the Substitute Teacher

- The teacher may also contact the distance learning substitute through email to provide additional information on lesson plans or distance learning activities.
- All active RUSD substitute teachers have an active RUSD email account.
- For your reference, included with this chart is an attachment that includes the name of all RUSD substitute teachers along with their RUSD email address
- The teacher **must add** the Distance Learning Substitute Teacher as a **“co teacher”** to their Google Classroom. This will allow the substitute teacher to have access to the teacher's Google Classroom content for Distance Learning Instruction.
- Follow these steps to add the substitute to the teacher's Google Classroom:
- In the Google Classroom Page, select “People”



- Next select the “invite teachers” icon



- Type the **RUSD email** of the assigned substitute teacher, and then select “invite”
- The assigned Hybrid/Virtual Instruction Substitute Teacher is now a “co teacher” for this class
- The teacher will need to **uninvite the substitute teacher** once the assignment has been completed.
- Follow these steps to uninvite the substitute teacher:
  - In your Google Classroom screen click the three vertical dots by the name of the distance learning substitute teacher.
  - Select “remove”, and then confirm by selecting “remove” once more.

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	 <p>A screenshot of a meeting interface. On the left, there is a profile for 'Michelle Cortes (invited)' with a circular profile picture. Below the name is the word 'Students' in blue. To the right, a context menu is open, showing 'Email' and 'Remove' options. An arrow points from the left towards the menu. The menu is positioned over a grey circle containing three vertical dots, which is the standard 'more options' icon.</p>
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**For Additional Assistance Please Contact:**

Wilson Cuellar at [wcuellar@riversideunified.org](mailto:wcuellar@riversideunified.org)  
Jewel Bundy at [jbundy@riversideunified.org](mailto:jbundy@riversideunified.org)