

Substitute Requests during BRIDGE Certificated Staff Instructions

FOR ALL ABSENCES (IN-PERSON)

If you are teaching any cohorts on-campus and require a substitute, follow pre-COVID substitute procedures and secure your substitute in Frontline.

FOR ALL ABSENCES (BRIDGE)

If you are teaching BRIDGE and require a substitute, follow the procedures below and secure a substitute beginning on the first day of your absence.

- STEP 1:** Change the name of your Zoom meeting(s) by following these steps:
1. Log into your Zoom account.
 2. Click on “meetings” on the left side bar.
 3. Hover over the meeting name that you want to change.
 4. Click on the “edit” button that appears on the right side of the screen.
 5. In the “topic” area enter the new name for your meeting, or add to the name.
Example- “P1 Landry History” Instead of just P1 or P1 History. Make your title unique by adding your last name so your substitute will be able to locate it easily.

My Meetings > Edit "Period 1"

Topic

Period 1 Landry History |

6. Scroll down and click “Save.”
7. You will then be taken to the next screen where you will see your new meeting name at the top.

- STEP 2:** In your Zoom account, add all five of the the generic substitute gmail addresses below for your school site as an “alternate host” to your scheduled zoom meeting(s) using the edit zoom meeting page. Example below:

CHS	CMS	SSES	VES
CHSsub1@coronadousd.org	CMSsub1@coronadousd.org	SSESsub1@coronadousd.org	VESsub1@coronadousd.org
CHSsub2@coronadousd.org	CMSsub2@coronadousd.org	SSESsub2@coronadousd.org	VESsub2@coronadousd.org
CHSsub3@coronadousd.org	CMSsub3@coronadousd.org	SSESsub3@coronadousd.org	VESsub3@coronadousd.org
CHSsub4@coronadousd.org	CMSsub4@coronadousd.org	SSESsub4@coronadousd.org	VESsub4@coronadousd.org
CHSsub5@coronadousd.org	CMSsub5@coronadousd.org	SSESsub5@coronadousd.org	VESsub5@coronadousd.org

Alternative Hosts

VESsub1@coronadousd.org, VESsub2@coronadousd.org,

Save

Cancel

STEP 3:

When you expect to be absent more than two consecutive days, locate shared Google Sheet for your school site below to find available generic substitute emails. Each month is represented by a different tab along the bottom.

- Coronado High School - [REDACTED]
- Coronado Middle School - [REDACTED]
- Silver Strand Elementary School - [REDACTED]
- Village Elementary School - [REDACTED]

See November 3, 2020 email from Armando Farias, Director of Human Resources for links to the shared google sheet.

STEP 4:

On the shared google sheet that you accessed in the link above, sign-up next to the first available .org substitute gmail and password, by typing your name into the cell next to the substitute and under the dates you will require a substitute.

VILLAGE ELEMENTARY		
		Monday, August 31, 2020
Email Address	Password	Staff Member Name
VESsub1@coronadousd.org	[REDACTED]	Jennifer Landry
VESsub2@coronadousd.org	[REDACTED]	Megan Battle
VESsub3@coronadousd.org	[REDACTED]	Donnie Salamanca
VESsub4@coronadousd.org	[REDACTED]	Santa Claus
VESsub5@coronadousd.org	[REDACTED]	

STEP 5:

Copy and paste the selected substitute gmail address and password into Frontline in the “notes to substitute” section. Please also include the sentence modeled below with the substitute login credentials. This screenshot is from the website version of Frontline. The “notes to substitute” section is on step 5 in the Frontline App. Also, please include how you have communicated your sub plans, i.e.: attaching them, emailing them and if emailing them, to whom.

Please select a date Need more options? [Advanced Mode](#)

September 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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	1	2	3

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required **Yes**

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.

07:30 AM to 03:30 PM

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.

Custom
07:30 AM to 03:30 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

Login to the gmail account below, click on the waffle in the upper right hand corner and scroll down and click on the Zoom icon to find meeting link.
VESsub1@coronadousd.org
Password: [REDACTED]

61 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File | No file chosen

Shared Attachments

STEP 6:

You will also need to attach your substitute plans or email a copy to your front office. Please note that substitutes will not have their own access to Powerschool, Google Classroom or Seesaw. You will need to include attachments of documents that you would like the substitute to reference during the lessons.