

Instructions for Teacher Requiring a Substitute Teacher During Distance Learning

1. **Create your absence in the Sub Finder (<https://fjuhsd.eschoolsolutions.com>)**, requesting a substitute teacher for the date(s)/times you need a substitute teacher. Be sure to check that your start and end times are correct as the system has not been updated with this year's bell schedule or your teaching schedule.
2. **Attach lesson plans in the Sub Finder in PDF format** that includes the Zoom meeting ID and passcode for your classes. This is how the substitute teacher will manage your classes.
3. You'll need to **add the substitute teacher's email address in Zoom as an alternate host** so that they are able to meet with the students and take attendance. (To add an alternate host in Zoom, edit the meeting, go to alternate host, and enter the host email address.) Please add shhssub1@fjuhsd.org, shhssub2@fjuhsd.org, shhssub3@fjuhsd.org, shhssub4@fjuhsd.org, and shhssub5@fjuhsd.org as alternate hosts. We are using generic email addresses for substitute teachers who will be working during distance learning.
4. **Post your lesson plans on your Google Classroom.** The substitute will not have access to your Google Classroom. The lesson plans you post on Google Classroom should instruct students to join the Zoom meeting with the substitute teacher and stay in the meeting for the entire period while working on the posted assignments.