

Subbing & Time Off Procedures

As the company makes updates in PLI Connect, the procedures for requesting time off and for subbing may change.

Please utilize these slides for the most accurate information on the current process. If you have any questions not answered here, please email subbing@proxlearn.com. Thank you!

Returning Teachers

Quick overview of current procedures.

New Teachers

Complete introduction to our procedures.

Returning Teacher Quick Facts

Subbing

- Sign up for subbing jobs on the [PLI Subbing Sign -Up 25/26](#). See here for an [overview](#).
- If nothing is listed, there are currently no jobs available. Check often, beginning in September, especially in the early morning hours.
- All PLI teachers who have completed VTA are eligible to sub. No further training is required, however, please familiarize yourself with our [expectations](#).
- International teachers must have a PLI provided VPN in order to sub.
- [Use the My Subbing Jobs Tab in Connect for your schedule](#). Begin Zoom meetings via Meeting Manager. Schools using a different meeting platform (ie Google Meet) will have login information in Canvas.

Time Off

- Reminder: Per PLI policy, teachers may not take time off during the first or last three weeks of the semester.
- If you need to miss class, for any reason, go to Connect and click “Request Time Off.” Fill out the information as requested, *even if your district does not require a sub or use the PLI Canvas*.
- If you need to miss class with less than 3 hours notice, please email subbing@proxlearn.com. Subbing will notify HR for approval.
- Please leave detailed lesson plans in the PLI Canvas, *or your school’s LMS (ie Google Classroom)*.



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After Class

Publishing Zoom recordings, leaving a note, filling out feedback form, etc.

Digital Toolkit for PLI Subs

**Digital Toolkit for PLI
Teachers**

**Additional Digital
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Subbing Expectations



Quick Facts

You may sub for any available job, regardless of your certification area.

You may sub any time that your permanent classes are not meeting live.
(i.e. holiday breaks, testing days, field trips etc.)



Subbing in a virtual classroom is not the same as subbing in a brick-and-mortar (in-person) classroom.

Subs are expected to:

- follow the provided lesson plan, which likely includes teaching the content
- interact with the students - talk to them, ask questions, and spur discussions



We also expect subs to stay in contact with the Subbing Team. If there is an issue (no students, can't access the meeting, question from TA etc) please reach out to our entire team at once by emailing subbing@proxlearn.com or via Super Subs chat immediately. We are always here to help and will work quickly to remedy your situation!



**Where do I find
subbing jobs?**



The Subbing Team manually handles the sign-up process for all subbing jobs.

Please sign up for open jobs on the [PLI Subbing Sign Up Sheet](#).

Please do not email subbing with your availability. Sign-up is first come, first served.



Please sign your name next to the class you would like to sub.
We'll add to PLI Connect and delete it from this tab.
ALWAYS refer to the My Subbing Jobs tab in Connect to know what class(es) you are subbing each day.
If there's nothing listed below, all jobs have been filled.
Keep checking back!

10am AST 3pm AST
9am EST 2pm EST
8am CST 1pm CST
7am MST 12pm MST
6am PST 11am PST
5am AKST 10am AKST
4am HST 9am HST

If you're in a location that does NOT observe Daylight Savings Time, the CST times listed below may be an hour off! Check out the World Time Buddy to be sure!

Before signing up: Review our [Subbing & Time Off Procedures](#). Check your schedule. Allow 5 minutes between classes. Thank you!

Access the Zoom Link from the Meeting Manager in Connect!

If you are unable to start a Zoom meeting for ANY reason - email subbing@proxlearn.co

Date of Sub Job	Class Link	Course Name	Start in CST	End in CST	Sub Name	The
Multi-day - Sign up only if you can do ALL days.						
3/25, 3/26, 3/27	https://proximity.instruc	ELA Grade 8 8th 2023 - 2024 Greenville County Schools - Greer Middle School	10:45 AM CST	10:40 AM CST		
Monday 3/18						
3/18/2024	https://proximity.instruc	Math Analysis/Trigonometry 9th 10th 11th 12th 2023 - 2024 Henrico County - High	10:38 AM CST	12:25 PM CST		
3/18/2024	https://proximity.instruc	ELA Grade 6 6th 2023 - 2024 West Orange-Cove CISD - Stark Middle School	03:02 PM CST	4:00 PM CST		
Tuesday 3/19						
3/19/2024	https://proximity.instruc	ELA Grade 5 5th 2023 - 2024 Plainfield Board of Education Stillman	08:00 am 03:02 PM CST	7:17 AM CST	7:57 AM CST	
3/19/2024	https://proximity.instruc	ELA Grade 5 5th 2023 - 2024 Plainfield Board of Education Stillman	08:00 am 03:02 PM CST	9:23 AM CST	10:46 AM CST	
Wednesday 3/20						
3/20/2024	https://proximity.instruc	Spanish 2 9th 10th 11th 12th 2023 - 2024 Shelby County Schools - Kingsbury High	10:35 AM CST	12:35 PM CST		
3/20/2024	https://proximity.instruc	Spanish 1 9th 10th 11th 12th 2023 - 2024 Shelby County Schools - Kingsbury High	12:40 PM CST	2:15 PM CST		
Thursday 3/21						
3/21/2024	https://proximity.instruc	ELA Grade 6 6th 2023 - 2024 West Orange-Cove CISD - Stark Middle School	03:02 PM CST	4:00 PM CST		
Friday 3/22						
3/22/2024	https://proximity.instruc	Art Appreciation 6th 7th 8th 2023 - 2024 Southern Educational Services Cooperat	7:00 AM CST	7:50 AM CST		

Start/End times are in CST for all classes for ease of conversion. If a class meets at a different time than the Canvas title, the Start/End times will be highlighted yellow to alert you.

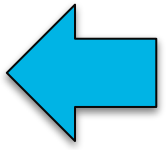
ASL & SpEd classes are listed separately for certified teachers in those areas.

Jobs are added mainly in the early morning and late afternoon. Multi-day jobs are also available. Check often!



Open Subbing Jobs

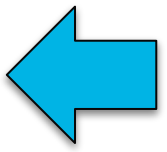




Super Sub Chat Group

We have a Google chat group where we post short-notice subbing jobs that come up throughout the school day. Sometimes these classes start within 5 minutes (or less!) from when we post them. This chat is also used for subs who need emergency assistance with a class that they are teaching. If you would like to be added to this chat group, please email subbing@proxlearn.com.

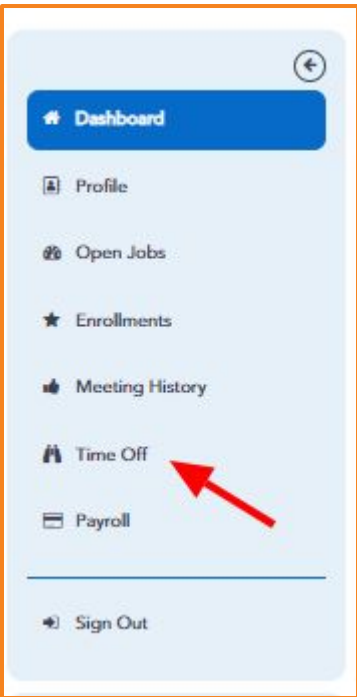




Check the My Subbing Jobs Tab!

The My Subbing Jobs tab houses your subbing schedule. This is the **ONLY PLACE** to know what you're confirmed to teach. The Meeting Manager should only be used to **begin class**.

Click Time Off on the PLI Connect homepage.



My Subbing Jobs | My Time Off Requests

Current | History | Canceled

My Subbing Jobs

Warning • Times are shown in YOUR time zone - EST. ✕

My Time Off

0 Days Off Remaining

Add Filter

Request Subbing

Days Off Earned

My Time (EST) Course Time

Showing 1 to 5 of 5 entries

Show: 10

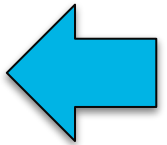
Time Off Date	Subject	District	School	Start Time	End Time	Live Days	Notes	Meeting ID
03/08/2024	Math Grade 5	Mainfield ...	Stillman	11:49 am EST	12:29 pm EST	Mon Tue Wed Thu Fri		85465702075
03/08/2024	Chemistry I High School	Shelby Coun...	Germantown ...	09:57 am EST	10:42 am EST	Mon Tue Wed Thu Fri		
03/08/2024	Geometry I High School	Red River C...	Red River C...	08:40 am EST	09:40 am EST	Mon Tue Wed Thu Fri		83028110105
03/08/2024	AP Physics I High School	Charles Cou...	Westlake Hi...	12:34 pm EST	01:22 pm EST	Mon Tue Wed Thu Fri		93649549025
03/08/2024	English 1 Grade 9	Greenville ...	Bryson Midd...	10:34 am EST	11:33 am EST	Mon Tue Wed Thu Fri		99009858146

Prev 1 Next

Follow the start and end times in the columns. Times have been adjusted to your timezone for your convenience.



Using Zoom for Subbing



My Subbing Jobs My Time Off Requests

Current History Canceled

My Subbing Jobs

Warning • Times are shown in YOUR time zone - CST. ✕

My Time Off Request Time Off

Add Filter

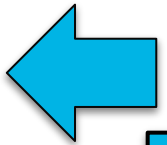
Showing 1 to 5 of 5 entries My Time (CST) Course Time Show: 10

Time Off Date	Subject	District	School	Start Time	End Time	Live Days	Notes	Meeting ID
10/10/2024	English 1 (9) - TEKS	Jefferson P...	Jefferson P...	08:10 am CST	09:40 am CST	Mon Tue Wed Thu Fri		83516038177
10/09/2024	English 1 (9) - TEKS	Jefferson P...	Jefferson P...	08:10 am CST	09:40 am CST	Mon Tue Wed Thu Fri		83516038177



Time to teach! Click on the link on the My Subbing Jobs tab to enter the Canvas Classroom. There, you will find lesson plans and more information about the class.





You should receive a Canvas invitation to join the class as a sub. If you have not received this email invitation by the morning of the class, please email subbing@proxlearn.com

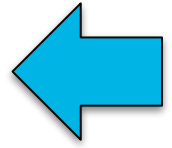
Account

Dashboard

You have been invited to join Economics (Year) 2021-2022 Jefferson Parish Public School System-Bonnabel Magnet Academy HS 10:00 AM-11:35 AM CST P2 M T W Th F with the following user role: PLI Sub

Decline Accept





Subbing Information Module

Make sure that the class uses PLI Zoom before proceeding.

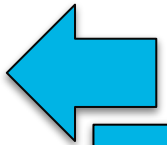


Many classes will have a module containing important course information. This includes how to access video conferencing platforms such as [Google Meet](#) or MS Teams, attendance procedures, etc.

Please read this information carefully!

Only classes that use PLI Zoom can be started in the Meeting Manager.





Zoom meetings must be started using the Meeting Manager, at the time listed on the My Subbing Jobs tab, unless otherwise stated by the Subbing Team.

Not seeing a subbing job?
Click "View All Classes" to see your full schedule.

Meeting Manager

Subject [v] Enrollment Type [v]

11:52 AM	Science Grade 6	Sub	Start Class	Cancel	[+]	[v]
12:55 PM	Science Grade 6	Sub	Start Class	Cancel	[+]	[v]

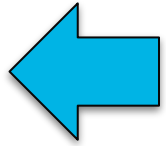
September 10, 2024 > View All Classes

Clear All

Don't see your class? [View All Classes](#)

Before, During & After Class

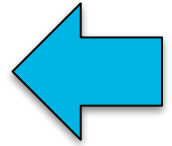




Before Class

- Check your Canvas dashboard and accept the invitation. If you have not been added to the Canvas course by the morning of the class, email subbing@proxlearn.com
- Check the My Subbing Jobs tab in Connect for your schedule. If you have any questions, please email subbing@proxlearn.com, or ask in Super Subs.
- Check the Subbing Information Module, if applicable. Check for lesson plans in the modules or announcements.
- Post an announcement in Canvas introducing yourself as the sub.





Subbing Information Module



Many classes will have a module containing important course information. This will include information about how to access Google Meet, attendance procedures, etc.

Please read this information carefully!

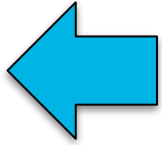




There are two places you can check to find lesson plans.

Modules





English 1 Grade

2021/22 School Year (Lead ...)

- Account
- Admin
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Commons
- Tech Support

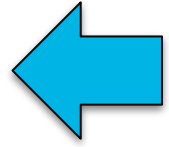
- Home
- Announcements
- Modules**
- Grades
- New Analytics
- Rubrics
- Zoom
- Syllabus
- Assignments
- People
- Discussions
- Pages
- Outcomes
- Files
- Quizzes
- Collaborations

Lesson Plans

- Lesson Plans Week of 9/26
- Lesson Plans Week of 9/19
- Lesson Plans Week of 9/12
- Weekly Lesson Plan Template 22-23

Most often, lesson plans will be located in the Lesson Plan Module, which will be near the top of the Module tab in Canvas.





There are 2 places you can check to find lesson plans.

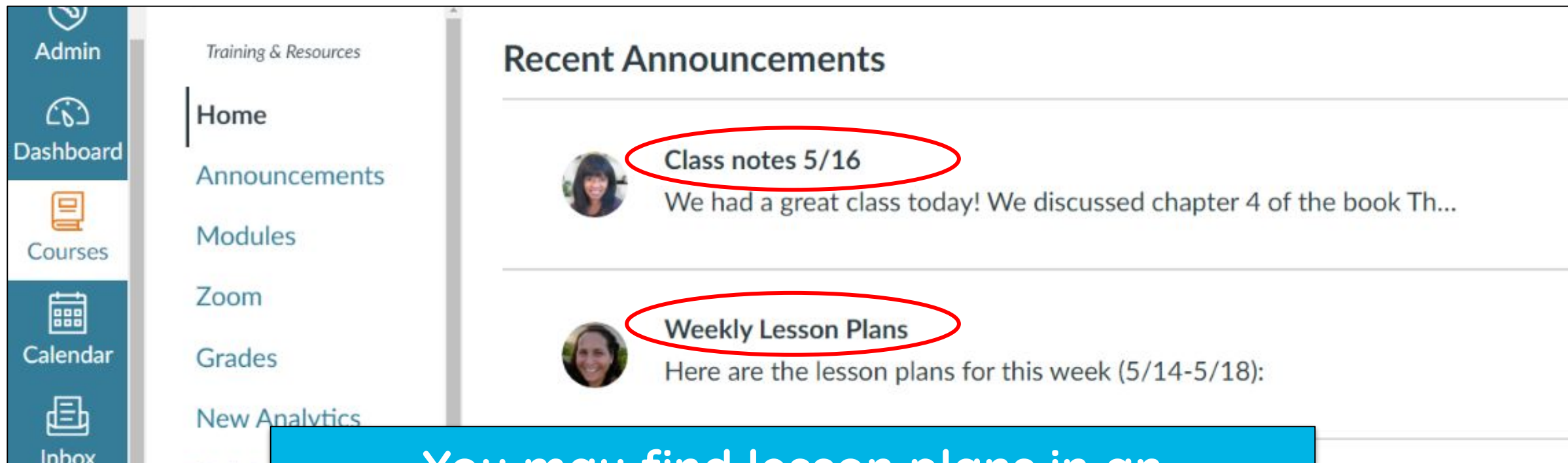
Modules

Announcements





TIP: You may find helpful notes from previous subs to help you understand where the students are in the course.

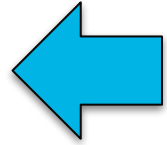


The screenshot shows a dashboard with a left sidebar containing navigation options: Admin, Dashboard, Courses, Calendar, and Inbox. The main content area is titled "Recent Announcements" and lists two items:

- Class notes 5/16** (circled in red): We had a great class today! We discussed chapter 4 of the book Th...
- Weekly Lesson Plans** (circled in red): Here are the lesson plans for this week (5/14-5/18):

You may find lesson plans in an announcement from the teacher.



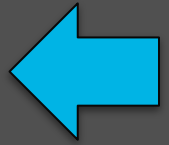


There are two places you can check to to find lesson plans.

Modules

Announcements





Lesson Plan Troubleshooting

- No links? Can't find something in the modules? Type "Ctrl F" and

If you are still unsure about what to teach, please email subbing@proxlearn.com or reach out in Super Subs chat and we will help you out!

topic for engagement and review. See our [Digital Toolkit](#) for tips!



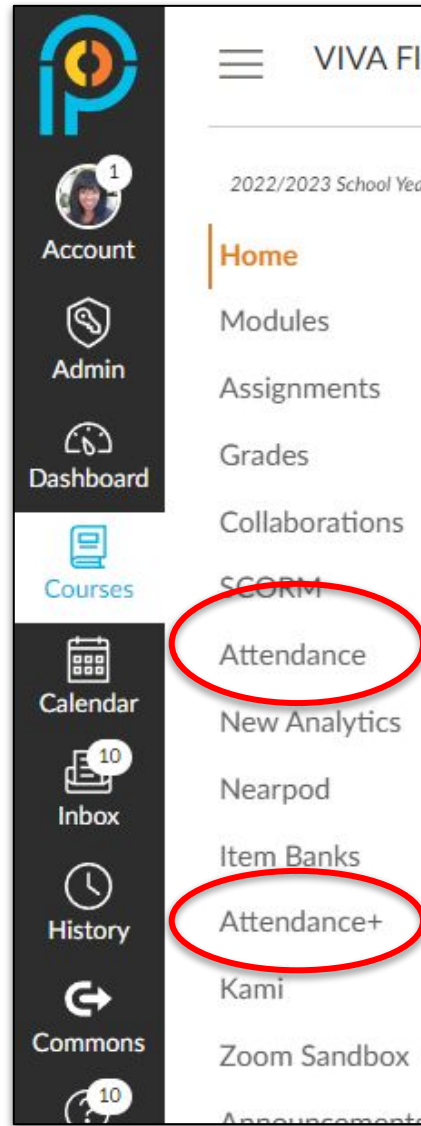
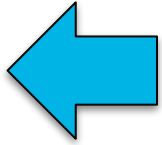
During Class



Be sure to
record the
meeting!

- Take attendance in Canvas.

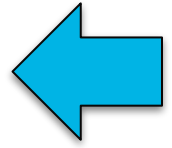




Use the attendance tab in Canvas to mark the students present or absent. Please use the tab that says “Attendance,” unless otherwise instructed.

There may be another attendance tab titled A+ Attendance. This can only be used by the teacher of record and the program will do it for you!

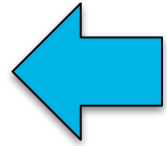




During Class

- Take attendance in Canvas, where applicable.
- Stay logged in with your camera on for the entire time of the class, even if no students show up.





Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
MARYAM ALRAHMA	22618		Spanish 1 2021-2022 SCHOOL DISTRICT #5 OF LEXINGTON & RICHLAND COUNTIES-District 5 of Lexington and Richland Counties Virtual School 02:00 PM-03:30 PM EST 8 B	Student	Sep 27 at 2:43pm	09:11:29
MOHAMMED ALRAHMA	22621		Spanish 1 2021-2022 SCHOOL DISTRICT #5 OF LEXINGTON & RICHLAND COUNTIES-District 5 of Lexington and Richland Counties Virtual School 02:00 PM-03:30 PM EST 8 B	Student	Sep 22 at 9:24am	02:25:53

Click on People in Canvas to access the list of participants enrolled in the course. Filter by Student using the drop down menu. “Last Activity” will show you the last time the student was active in Canvas for this course.

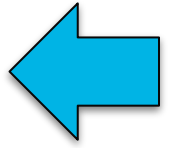
If no students log in to your meeting during the first 10 minutes of class but there have been active students in the last week, [please stay in class with your camera on.](#) Email subbing@proxlearn.com to ensure you’re in the right place. The students occasionally have assemblies or schedule changes that may prevent them from attending class.

If there have not been active students for more than a week, please email subbing@proxlearn.com

During Class

- Take attendance in Canvas, where applicable.
- Stay logged in with your camera on for the entire time of the class, even if no students show up.
- Interact with the class, even if they are working at their own pace. Ask them how their work is going, or if they have questions. Have them share their work if appropriate, etc. Maintain engagement throughout the class!





After Class

- Add an announcement or reply to your announcement with a few notes about how the class went and what you covered, keeping in mind the students are able to view this.
- If you are teaching a class without a permanent teacher, please take some time to fill out [this form](#) near the end of the week. This will help us when making lesson plans!



Zoom Intruder Protocols





Zoom Intruder Protocols

- Only admit students on your roster in Canvas (click on the People tab, then filter using the drop down menu. Select “Student.”)
- If there is an intruder or a student behaving inappropriately in your class, DON'T PANIC.
- Remove the student/intruder or put them in a breakout room. This allows you to continue to teach.

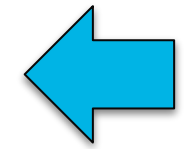


Zoom Intruder Protocols



- Suspend Participant Activities. This will turn off all participant's video, audio, Zoom apps, and ability to share their screen. It will also lock the meeting to prevent participants from joining.
- Use the Zoom security features (Security button in the black bar along the bottom of the screen) to lock the meeting. This will not allow any more people to join.





Zoom Intruder Protocols

If all else fails, END THE MEETING.

Make an announcement in Canvas for the students to continue working on their assignments.





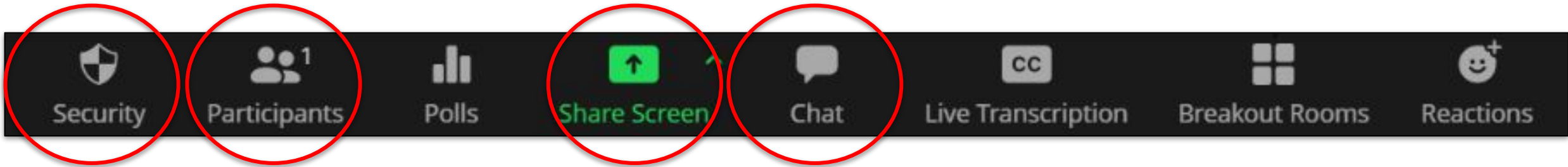
Zoom Intruder Protocols

- After class, email subbing@proxlearn.com to report the incident. Include as many details as possible, including screenshots if you have them.
- Delete the old and make a new Zoom link. Add a required password for the next class meeting and post it in an announcement. Email subbing@proxlearn.com if you need help with this.



Zoom Tips



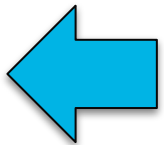


Security - this allows you minimize disruptions. You can enable and disable chat, annotation, and mute features. In extreme cases, you can lock the meeting or suspend participants' activities.

Participants - allows you to see the list of people in the Zoom meeting.

Share Screen - allows you to share your screen so the students can view Powerpoints, Nearpods, Google Slides, YouTube, etc.

Chat - use this to chat with your students and view the chat. You can use this feature to increase student participation.



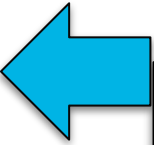
In case of a disruptive student or intruder, you can remove that person from the meeting.

From the Participants list, you can “Mute All” participants to minimize background noise.

Click on the three dots in the chat box to enable or disable the students’ ability to chat with each other.

The screenshot shows a meeting interface with several key elements and annotations:

- Participants List:** Located at the top left, it shows two participants: Jackie Robinson, Lead Subbing, and Kristin Fitzwater. Below the list are buttons for "Mute" and "More >".
- More Menu:** A dropdown menu is open from the "More >" button. The "Remove" option is highlighted and circled in red.
- Mute All Button:** At the bottom of the interface, there is a "Mute All" button circled in red.
- Chat Box:** Located on the right side, it shows a "Participant Can Chat with:" dropdown menu. The "Host and co-hosts" option is selected and circled in red.
- Home Button:** A circular home button with a house icon is located in the bottom right corner.



Select a window or an application that you want to share

Basic Advanced

Screen 1 Screen 2 Whiteboard iPhone/iPad

PLI Subbing Procedure Training - ...

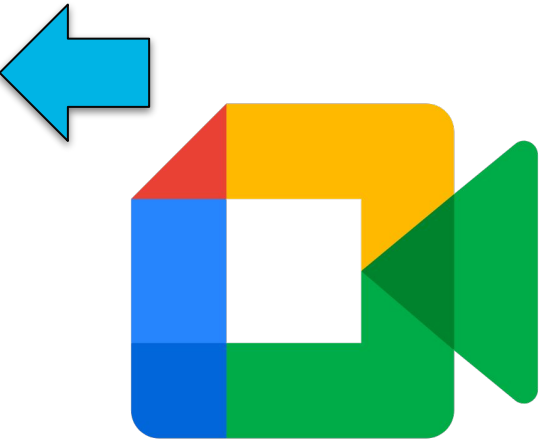
Share sound Optimize for video clip

Share

Be sure to click "Share Sound" if you are sharing a Nearpod or other video. This will enable the students to hear the sound playing from your computer.

Using Google Meet for Subbing

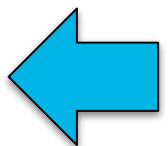




Some PLI schools use Google Meet rather than Zoom. If your subbing job uses Google Meet, **the link will be in Canvas. Please refer to the Subbing Information Module.**

In some cases, the school will start the meeting for you. If you were given a code with additional instructions (rather than a link), please follow the instructions given - **you may need to log out of your Proxlearn/Google account first.**



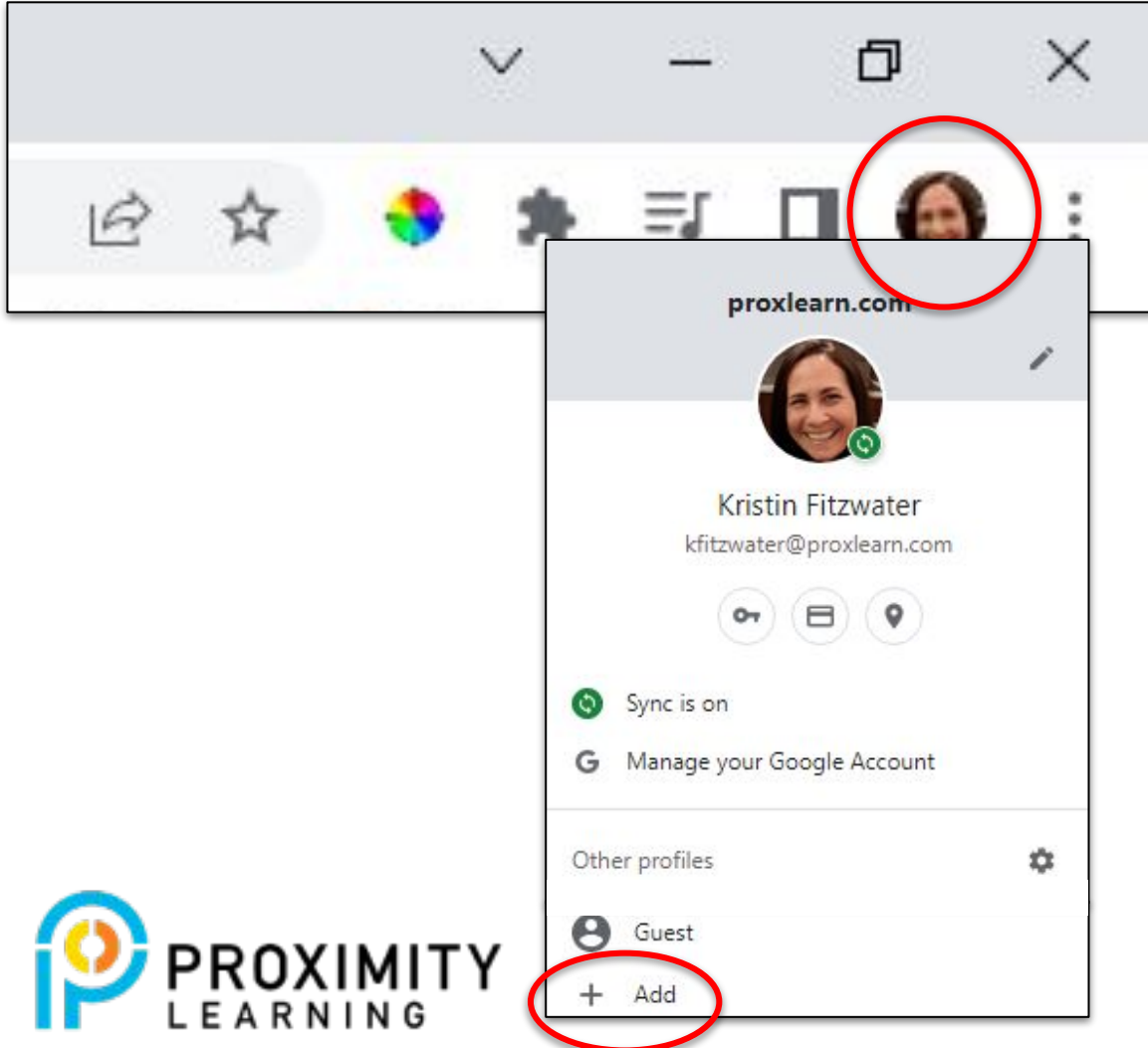


Subbing Information Module

If a class uses Google Meet, you will find information about how to begin class in the Subbing Information Module.



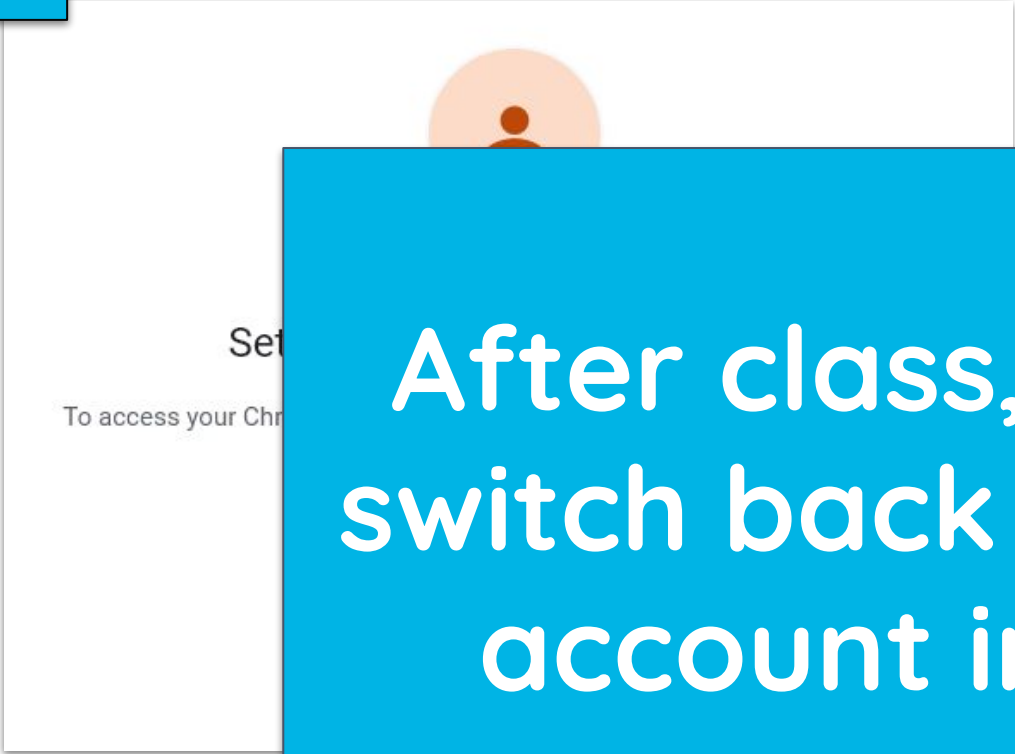
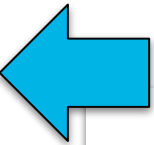
How to Sign in to Google



Open your Proxlearn Gmail account.
Click on your Google icon in the upper
right corner of your browser.

Select "+ Add."





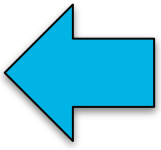
Select "Sign In."

After class, you will need to switch back to your Proximity account in your browser.

Username
u by the
located
Canvas.

After you are signed into Google with the school's credentials, you will be able to start the Google Meeting. The link for the meeting will be in Canvas.





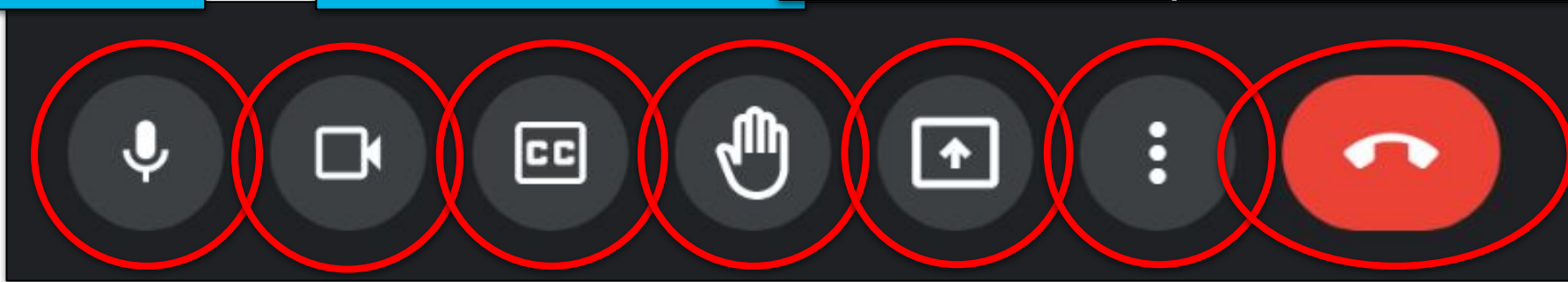
Google Meet functions in a similar way to Zoom.

Toggle mic on/off

Closed Captioning

Share Screen

End/Leave the meeting

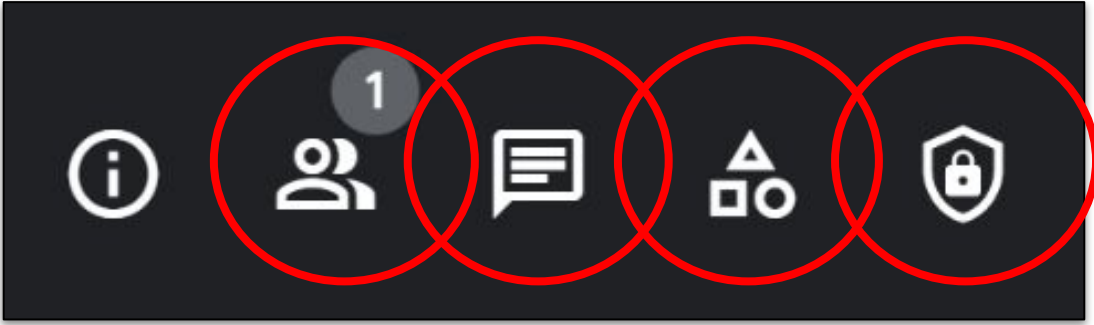
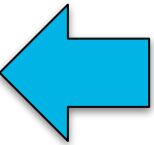


Toggle camera on/off

Raise/lower hand

Additional functions, including audio and video settings





The menu in the bottom right hand corner of the page will allow you to see a list of participants, chat, open a whiteboard, and access host controls (including video, mic, chat, screen sharing rights, plus additional security features). These functions are all very similar to Zoom.



Using MS Teams for Subbing



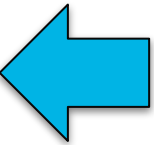


Microsoft Teams

Some PLI schools use MS Teams rather than Zoom. If your subbing job uses MS Teams, **please refer to the Subbing Information Module for detailed login instructions.** You will need to log in to the school's account to access the meeting.

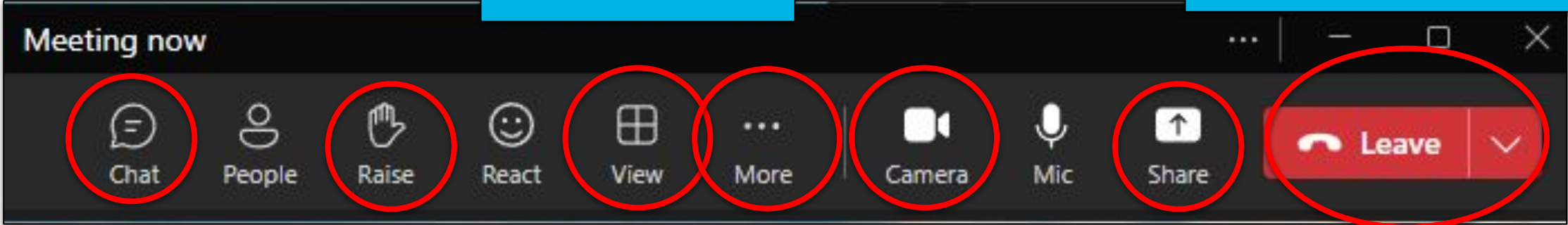
Visit this [site](#) to download the MS Teams app.





MS Teams functions in a similar way to Zoom.

Open chat box /off ca Change gallery view End/Leave the meeting

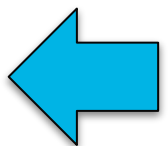


Raise/lower hand

Additional functions, including audio/video settings, and recording

Share Screen





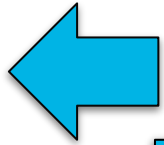
Subbing Information Module

If a class uses MS Teams, you will find information about how to begin class in the Subbing Information Module.



Requesting Time Off





Create Time Off requests through PLI Connect 2.0. Time Off requests placed with less than 24 hours notice require HR approval. Submit your request, and our team will follow up with you.

If your class start time is less than 3 hours away, email subbing@proxlearn.com instead of submitting through Connect 2.0.





Log in to your PLI Connect 2.0 account.



Time Off Requests

 HOURS EARNED

 0 Hour(s)

Hours earned for
school year 2025-
2026

 HOURS USED

 0 Hour(s)

0 in Minutes

 HOURS
REMAINING

 0 Hour(s)

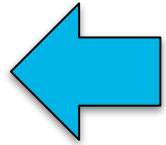
0 in Minutes



Request Time-Off

On the home page, select
“Request Time Off” ”





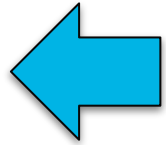
You will need the *PLI Canvas link* and *course title* for each of your classes. The link can be found in the Enrollments tab in Connect.

- Dashboard
- Profile
- HR Documents
- Open Jobs
- ★ Enrollments**
- Student Roster
- Time Off
- Payroll
- Sign Out

List view of your active enrolled classes.

	Math 7 (P1) Live Instruction	More Details →					
<input type="checkbox"/>	7th Grade	<input type="checkbox"/>	3 days per week - 90 - Schedule Varies (MWT)	<input type="checkbox"/>	297.0 bi weekly (33.0 hourly)	<input type="checkbox"/>	August 13, 2024



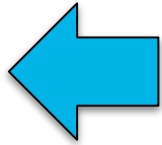


You will need the *PLI Canvas link* and *course title* for each of your classes. The link can be found in the Enrollments tab in Connect.

Canvas link

The screenshot shows the Canvas LMS interface for a course. The browser address bar contains the URL `proximity.instructure.com/courses/10000003587453`, which is circled in red. Below the address bar, the course title `Milwaukee French 1 2022-2023 Milwaukee Public Schools-JMAC 08:30 AM-10:02 AM CST` is also circled in red. A blue box labeled "Course title" has two red arrows pointing to this title. The main content area shows "Recent Announcements" with two entries: "08/25 Announcement" and "Classe de Français 1". A sidebar on the left lists navigation options: Account, Admin, Dashboard, Courses, Attendance, Discussions, Syllabus, Assignments, and People. The "Courses" option is highlighted. At the bottom of the page, the course title is repeated and circled in red. A blue home button is visible in the bottom right corner.





Time Off Request Policy & Directions

PLI POLICY NOTICE

Time Off/Subbing Policy

3-24

To proceed, please confirm you have *

- (1) Read and understand the time off and lesson plan policy notice
- (2) Reviewed the time off request directions

Confirm

location in Canvas prior to your time off.

form
one

Please
off

Any requests not meeting the Time Off or the Lesson Plan policy criteria will be followed up by our HR Compliance Manager.

Fill out all required fields.

Read the Time Off Request Policy & Directions

Select Confirm.





Date Time Off is Needed *

Date

2022/2023 School Year (Fair...

Recent Announcements

Course Title

Home

Elementary Spanish Grade Pre-K 2022-2023 Fairfield
County School District-McCrorey-Liston School of
Technology 09:00 AM-09:45 AM EST CD3 T

Welcome to Your
Online Class!

Account

Admin

Dashboard

Courses

Calendar

Inbox

Announcements

Modules

Grades

New Analytics

Zoom

Rubrics

Syllabus

Assignments

Select the date. You can only select one date at a time.

Copy and paste the course title exactly as it appears in Canvas.

Select your Video Conferencing Platform.

What Video Conferencing Platform is used for this course? *

Zoom

Google Meet

Microsoft Teams

Other: _____



Notes examples:

- class meeting time if it differs from the Canvas title
- reason for time off request



If you have additional sub requests to submit, please complete and submit another form.

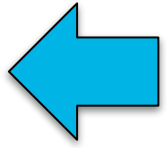
Reach out to subbing@proxlearn.com with any questions.

Notes to subbing - DO NOT PUT LESSON PLANS HERE.

Copy and paste the PLI Canvas link *(even if your class does not use the PLI Canvas).*

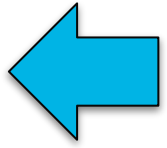
You must submit a request for each of your courses that you will not be teaching.





You must submit a
form for each class
that you will not be teaching,
even if the course does not
require a sub.

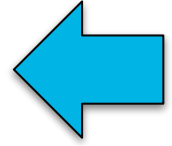




You will not be able to upload lesson plans in your sub request.

Please leave lesson plans in the PLI Canvas or Google Classroom for each class.





After you submit the form(s), the Subbing Team will review it and a sub will sign up and be assigned, if needed. The assigned sub may change. Please leave all relevant class information in the PLI Canvas or Google Classroom rather than contacting them directly.





Your sub will be added to Canvas for your course(s) by the morning of the subbing event.

Please ensure that your lesson plans are located in PLI Canvas or Google Classroom.





When to email Subbing:

- Emergencies
- Less than 3 hours to class time
- Multiple day requests
- To cancel or change the time of a time off request

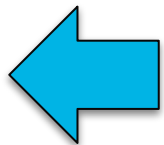


Wednesday	
Objective	The students will discuss the poem within the story "There Will Come Soft Rains."
Agenda	<p>There Will Come Soft Rains Lesson Slides Day 4 Slides 17-20</p> <p>Be sure to give the word of the day during Zoom - students, submit the word of the day in the participation assignment below for credit!</p>
Assignments (w/ due dates)	<p>Continue working on There Will Come Soft Rains Literary Focus Due 5/8</p> <p>There Will Come Soft Rains Extra Credit Writing Assignment Due 5/11. This will be excused if you choose not to complete it - this is an OPTIONAL EXTRA CREDIT assignment.</p> <p>Participation Week 39 Due today 5/4</p>
Resource Links + Other Notes	<p>There Will Come Soft Rains by Sara Teasdale (1920)</p> <p>AUDIO READING OF "THERE WILL COME SOFT RAINS"</p> <p>There Will Come Soft Rains text</p> <p>There Will Come Soft Rains audio</p>

When making lesson plans for your sub, be specific. Make sure you let the sub know exactly what needs to be covered.

Include links. Subs may not be as familiar with Canvas or know where to find your current Module. Linking the lesson slides, texts, websites, examples, and assignments is very helpful and gives the sub easy access to it.

This includes links to Nearpod. The sub can't teach a Nearpod lesson without the link to present it. Click [here](#) for instructions on how to leave a Nearpod link for your sub!



Does my class use a different platform to meet?

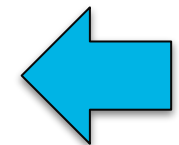
Does my class use different curriculum?

















When making sub plans, think of everything

Did I include links that a sub can open?

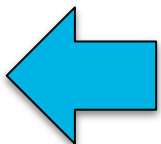
Do I have a helpful TA?

Does my class have a co-teacher or SpEd support?



	 Weekly Lesson Plan 5/9-5/13		
	 Weekly Lesson Plan 5/2-5/6		
	 Weekly Lesson Plan 4/25-4/29		
	 Weekly Lesson Plan 4/18-4/22		

Add your lesson plans, with the date, to the Lesson Plan Module and leave the module at the top. You may also leave plans in an announcement.



Frequently Asked Questions

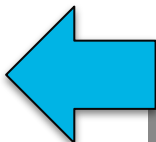




FAQ

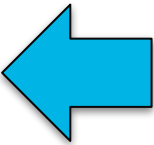
<p>Q: I'm in Zoom and there are no students! What should I do?</p>	<p>A: Stay in class with your camera on. Email subbing@proxlearn.com, and we will confirm that you're in the right place.</p>
<p>Q: I clicked on the Zoom link in the Meeting Manager, but I'm in a waiting room. What should I do?</p>	<p>A: Please email subbing@proxlearn.com so we can check the link.</p>
<p>Q: I have a schedule conflict with a subbing job. What should I do?</p>	<p>A: Please email subbing@proxlearn.com ASAP so we can remove you from the job.</p>
<p>Q: My Canvas dashboard has lots of extra courses that I don't need from previous subbing jobs. How can I get rid of these extra classes?</p>	<p>A: If it has been more than 2 days since you have subbed, please email subbing@proxlearn.com with a list of Canvas <u>links</u> so we can remove you from those classes.</p>
<p>Q: I can't see any open subbing jobs in Connect. Where are the jobs?</p>	<p>A: Teachers cannot accept jobs in Connect. Please see the Subbing Sign Up Sheet for available jobs.</p>
<p>Q: There are classes on my Canvas dashboard. Am I the sub for these classes today?</p>	<p>A: Check the My Subbing Jobs tab. That is the ONLY place to see all of your current jobs.</p>





Q: The teacher left a link for a NearPod lesson, but I have never used NearPod. What do I need to do?	A: Click here for instructions on how to use NearPod when subbing.
Q: The teacher left a Kahoot game. How do I use it?	A: Click here for instructions on how to use Kahoot when subbing.
Q: I can't tell where the students are in the modules. How can I tell?	A: Email subbing@proxlearn.com and we'll help!
Q: I have a question about subbing. Who do I email?	A: Please email subbing@proxlearn.com . This will go to the whole subbing team and will get you an answer much faster!
Q: My class says A days. What does that mean?	A: Many high schools (and some middle schools) operate on an A/B day schedule (usually alternating) to accommodate block scheduling. This will be different for each district!
Q: Do I need to take attendance?	A: YES. Please use the attendance tab to take attendance. If you see Attendance+ you may skip taking attendance.
Q: How do I handle students with IEPs/504 plans in a virtual setting?	A: Check out this document for some more information.
Q: I have several past classes that I have subbed that are still on my Canvas dashboard. How do I remove them?	A: Please email subbing@proxlearn.com with the Canvas course links that need to be removed.





Q. Where can I find a list of helpful PLI Resources?	A: Check out the Connect Teacher Companion!
Q. How can I let the subbing team know that we need the lesson plans adjusted?	A: Fill out this form to help give us direction for next week's lessons.
Q. I'm subbing for a class tomorrow and haven't been added to Canvas yet. Can you help?	A: You should be added to Canvas the morning of the subbing event. If you are not in after that time, please email subbing@proxlearn.com .
Q. How do I grade assignments in Canvas?	A: Click here for detailed instructions!
Q: Where can I find help with Canvas as it pertains to my permanent classes?	A: See this slideshow for a vast amount of resources about using Canvas.
Q: Where can I find answers to other PLI questions?	A: See the Knowledge Base here! You'll find searchable topics on all things PLI.
Q: Who do I contact with a specific question?	A: Check out the Who to Contact page.
Q: I am receiving messages/announcements from classes that I have subbed in the past. How do I stop getting these messages?	A: Please email subbing@proxlearn.com with the Canvas course links so that we can remove you from the courses.



Questions?

Check out the PLI Subbing Procedures.

Still have questions?

email subbing@proxlearn.com

Thank you for your cooperation!



Don't forget
to check out
these tools!

Digital Toolkit for
PLI Subs

Digital Toolkit for
PLI Teachers

Additional Digital
Resources





Have a Great Day!