Accessing the Substitute (ST) Server – Instructions for Wolf Creek Teachers

Teachers can now leave digital resources and lesson plan information on a Substitute (ST) Server so that substitute teachers can access this information when they are in the school.

Substitute teachers also have internal email access so contracted staff members and substitute teachers can correspond with each other via email. If the substitute teacher has signed up for an email account, you will find their name in the directory.

Before leaving digital resources and/or lessons plan information on the ST Server you will want to ensure that the substitute teacher has signed up for a Windows account. Their name will be in the Wolfnet directory if they have an account.

To leave digital resources (eg. Powerpoint, SMART Notebook file, video clip, lesson plan documents, handouts, etc.) for the substitute teacher to access, **please follow these steps:**

Step One: Locate the digital resources you want to copy from your z: drive and highlight the file names and choose COPY.
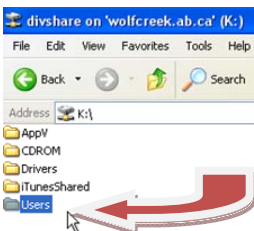
**Step Two:** Find the MY COMPUTER icon and double click it to open

Step Three: Find and **double click on the divshare drive (K:)** from the list of choices (see picture below)
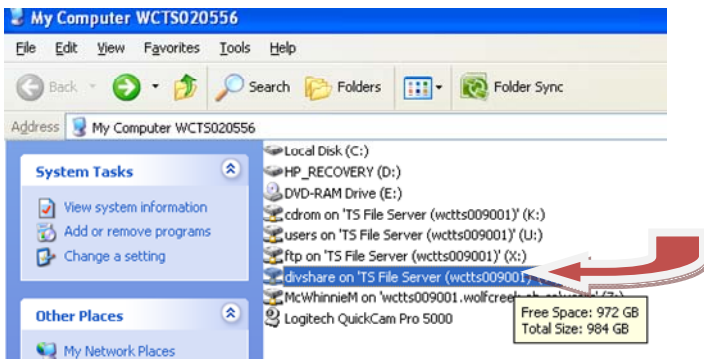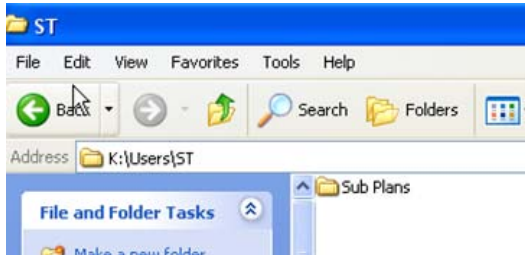

Step Four: Inside the window, find the USERS folder and double click it to open

Wolf Creek – Instructions for Teachers Accessing the ST Server

Step Five: Now from the list of school codes, find the **ST** folder (substitute) and double click to open
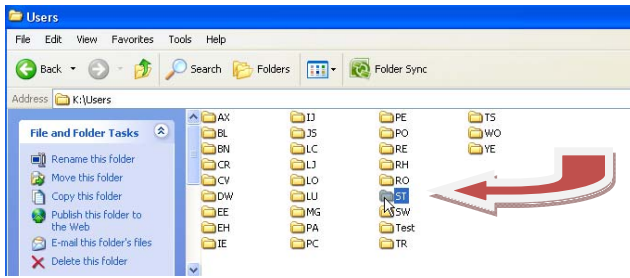

**Step Six:** Now find the Sub Plans folder and double click to open

Step Seven: Inside the Sub Plans folder you will see a listing of every teacher in Wolf Creek, sorted by last name, first name. Find YOUR NAME from the list of folders and double click that teacher folder to open it. Inside you will be able to PASTE the digital resources where they will be left for your teacher.

Organize the Information: Keep in mind that you may want to create a sub folder by date, subject or you may want to rename the files to reflect the date. This method of organization may help the substitute find the correct digital resources in an easier manner.

EXAMPLE:

Wolf Creek – Instructions for Teachers Accessing the ST Server
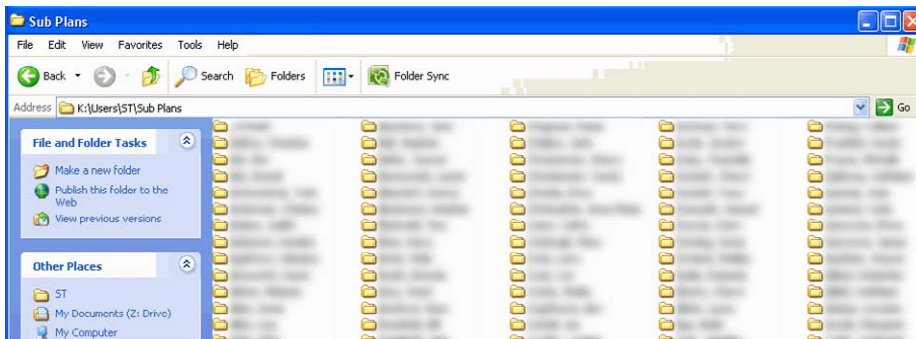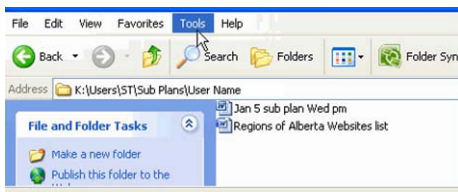
Important:

- Keep in mind that this is a shared storage area which can be accessed by any substitute that works in Wolf Creek. Therefore, you should not store confidential information such as comments about student behavior in this location. Instead, communicate those comments directly to the substitute teacher.
- Do not plan to store information LONG TERM in this location. Sub plans and associated digital resources (files) will be deleted from this collection every 30 days to ensure that there are not too many old files left for long periods of time. If there is a digital resource or lesson that you would like to keep a copy of, please ensure it is also located in your z: drive.
- Access to Windows accounts is governed by the Acceptable Use Policy guidelines and will be discontinued after substitute employment is terminated. Your substitute teacher should not need your username and password as they have their own.
- Substitute teachers have email access but they **do not** have access to the school area on Wolfnet (eg. TR Area, BN Area, CR Area) where general messages are posted. If you have a message going out via email that you want the substitute teacher to know about, they will need to be included in the message by cc.
- If a substitute teacher moves to a short term (usually 30 days) or long term (usually 3 months or more) contract their permissions and access will be increased.
- Since Substitute Teachers will now have access to their own Windows account they will also be able to access PowerSchool to record attendance for the teacher they are subbing for. To see instructions on how to do this, or to leave these instructions for your substitute, please see the PowerTeacher conference in Wolfnet (instructions below):

Wolf Creek – Instructions for Teachers Accessing the ST Server