



Classroom Technology Handbook for Substitute Teachers



OLATHE PUBLIC SCHOOLS . 2022-2023



Technology Division

CLASSROOM TECHNOLOGY FOR SUBSTITUTES

This document contains information for substitutes in the Olathe Public Schools regarding access and use of classroom technology components and online resources to augment teacher lesson plans.

Please familiarize yourself with the contents of each section of the materials provided, so you will be fully prepared to utilize these resources upon substituting in our district.

Questions?

- Substitute Services Department in the Human Resources Division: 913.780.8268
- Technology Help Desk: 913.780.8058
- Technology Support Website (Tech233): <http://olatheschools.org/technology>

ABSENCE MANAGEMENT & TEACHER-PROVIDED INFORMATION

The Frontline Education “Absence Management” system will continue to be used to access daily job information.

Information left on Absence Management by the teacher includes:

- Multiple school assignments for itinerant teachers
- Any special events or suggested attire for the day
- Information to assist substitutes in making decisions regarding accepting a job and information to assist a substitute with being adequately prepared for the day



Technology Division

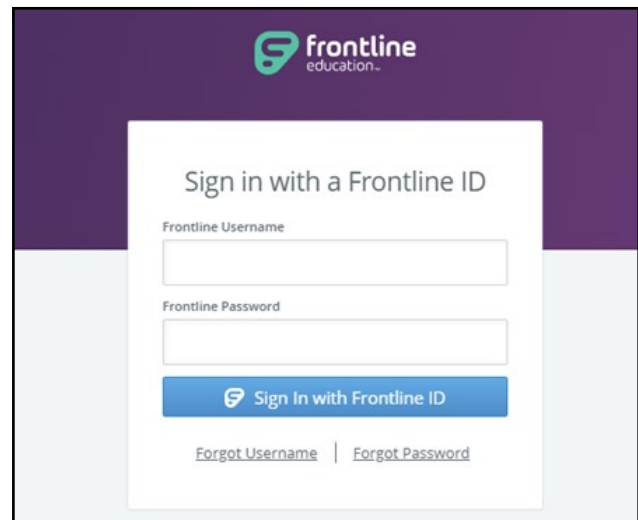
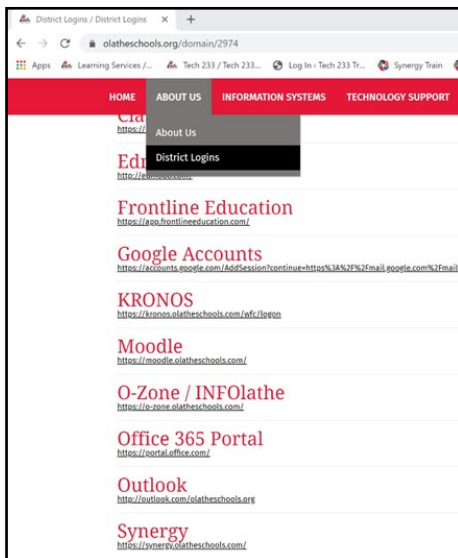
FRONTLINE EDUCATION ABSENCE MANAGEMENT – Access and Login

Frontline Education Absence Management can also be accessed from the **OPS Tech233 website** at: <http://olatheschools.org/technology>

Every district device already has the Tech233 tile installed on the desktop:



- ◆ Login to **Frontline Education** system to accept a job - and view any pertinent information for the job.



- ◆ You will also access Synergy/TeacherVUE here.



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LOGGING INTO YOUR SUB DEVICE - *Network Login and Password*

Your username & new password will log you into a district computer, Office 365, and your district email account.

Guidelines for creating passwords:

All passwords must consist of at least 12 characters and contains:

- Letters
- Numbers
- At least one Upper Case letter
- At least one lower-case letter
- At least one special character such as @, #, \$, %, &

***** ✓

Think of your password as a phrase.

Examples:

(Please do not use these examples as your password)

- Chiefs@Raiders340 – 7 Trillion Years to Hack
- SingingNtheR@1n – 1 Billion Years to Hack
- Home4Dinner% – 3,000 Years to Hack
- Putt4theMoney\$ - 16 Million Years to hack

Because of the increased complexity, passwords will only need to be changed ONCE per year.

➔ NEW Daily Substitutes:

- ◆ **Username:** first initial, middle initial, last name (all lowercase) *Example:* jadoe
- ◆ **Temporary Password:** WelcomeUSD#233 (capital "W" & capital "USD")
You will be asked to change the password upon login

➔ EXISTING Daily Substitutes:

- ◆ **Username:** first initial, middle initial, last name (all lowercase) *Example:* jadoe
- ◆ **Password:** Existing Password

NOTE: The temporary password of "WelcomeUSD#233" is for new employees only.

If you have been a prior sub in the district, the password will be what it was the last time you logged in.

If your password has expired, it will prompt you to change it at log in.

For questions or concerns or to have your password reset, contact the Technology HelpDesk

Phone: (5020-8058/913-780-8058) // Email: helpdesk@olatheschools.org



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LOGGING INTO OFFICE 365 & EMAIL

UPDATE FOR 2022-23 SCHOOL YEAR:

ALL Subs have access to Office 365 and an Olathe Public School district email address.

➤ **Email Address:** username@olatheschools.org (see p. 4 for the structure of your username)

➤ **Password:** **WelcomeUSD#233** or your existing password (for existing subs)

- You may visit www.office.com prior to your first sub assignment to change your password and set up two-factor authentication. This will help you recover your password if you ever forget it.

- At the sign in page, type your full email address (username@olatheschools.org) and the password that was just created at login.

- A dialog box will appear, requesting more information. Click Next then follow the prompts to set up two-factor authentication. [\(See Appendix A for detailed instructions\)](#)

- After logging in to email through OWA, wait 30 minutes before accessing email through the Outlook desktop client (Outlook icon) to allow the new password time to sync with Outlook.

MY NETWORK INFORMATION

Username: _____

NEW Password: _____

Email Address: _____@olatheschools.org
(username)



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DEVICES FOR SUBSTITUTES

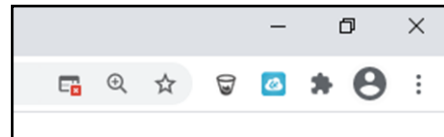
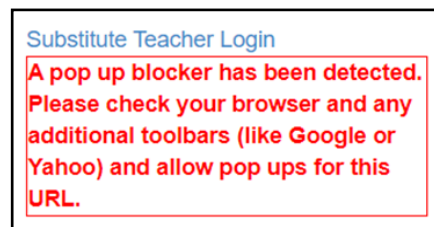
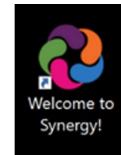
- **Elementary school** subs will receive a **Surface Pro** from the front office/library upon arrival.
- **Middle school** subs will have a **desktop computer** in the classroom.
- **High school** subs will have a **Surface Pro** with a docking station in the classroom.

Each high school has a designated building Tech to assist with technology issues.

- Olathe East- 780.7120
- Olathe North- 780.7140
- Olathe Northwest- 780.7150
- Olathe South- 780.7160
- Olathe West- 780.7180

INITIAL BROWSER SETTINGS FOR SYNERGY/TEACHERVUE

1. Double-click on the Synergy desktop icon or type **synergy.olatheschools.com** into the address bar.
2. You will notice a notification beneath the login fields that a pop-up blocker has been detected.
3. Click on the pop-up blocker at the far right-end of the address bar.
4. Click "always allow pop-ups and redirects from <https://synergy.olatheschools.com>"
5. Click **Done**



*** Please see [Appendix B](#) for detailed directions for turning off pop-up blockers for other browsers. ***



Technology Division

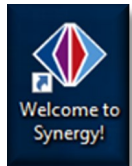
SYNERGY / TEACHERVUE

The Olathe Public Schools Synergy/TeacherVUE system provides substitute access to **Attendance, Lunch Count** and **Lesson Plans** if left by the teacher.

Long-Term subs will also have access to the teacher's grade book.

ACCESSING SYNERGY/TEACHERVUE

- All district devices (except Surface Pros) have a **Synergy tile** on the desktop:

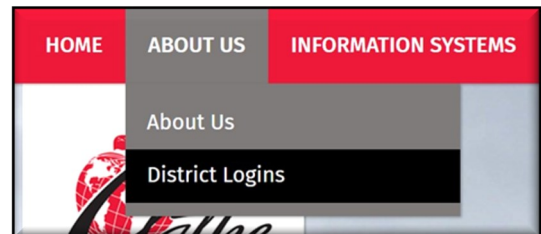


You may also visit the **Synergy website** by typing: <https://synergy.olatheschools.com/>

- All district devices also have the **Tech233 tile** on the desktop:
Tech233 website <http://olatheschools.org/technology>



- Hover over **About Us** and select **District Logins**



- Scroll toward the bottom and select **Synergy**





Technology Division

SYNERGY / TEACHERVUE

SUBS LOGGING INTO SYNERGY/TEACHERVUE:

➔ Synergy website : <https://synergy.olatheschools.com/>

DAILY SUBSTITUTES

- ➔ Select **Substitute Teacher Login**
(Ignore Login Name and Password fields)
- ➔ Select **School Name** from drop-down list
- ➔ Select **Teacher Name**
- ➔ Password: The **DAILY PASSWORD** for the website will be provided upon check-in at the school.
- ➔ Click **Login**

LONG-TERM SUBSTITUTES

- ➔ Login Name is your long-term network username. - **Ex. jadoe**
- ➔ Password is your **OPS Network Password** (created upon initial access to the system)



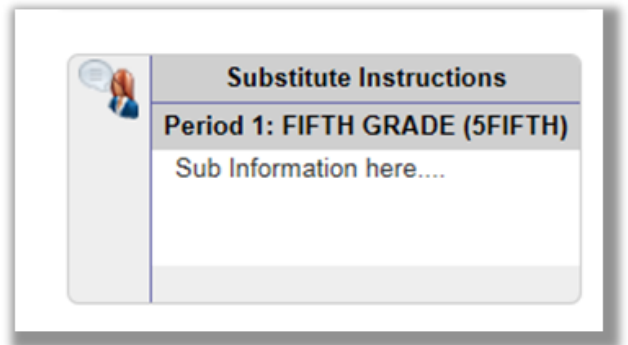
SYNERGY / TEACHERVUE (continued)

AFTER LOGGING INTO SYNERGY/TEACHERVUE:

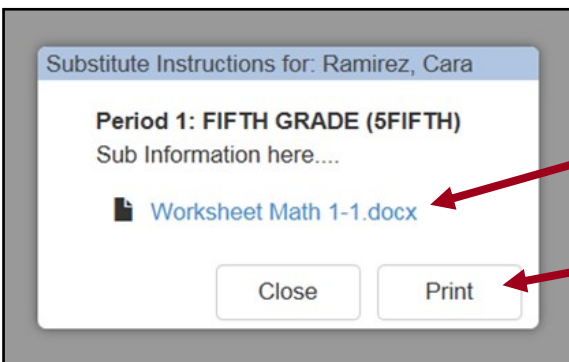
- TeacherVUE opens and displays any district or building announcements.
- Secondary substitutes will select the course/class for which they are teaching.

- The substitute will choose *Substitute Lesson Plans* from the *bottom right corner* of the TeacherVUE home screen to access lesson plans, if left by the teacher.

- * **NOTE:** Teachers may also leave a paper copy of lesson plans for substitutes.



- Click on the link to display all substitute information for that specific class. Change Classes as necessary from the Home Menu > Change Classes menu.



Documents may also be attached for substitute access in this location.

Lesson Plans may be printed from this Location (if printer has been set up).

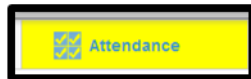


Technology Division

TAKING ATTENDANCE: *In-Person Learning*

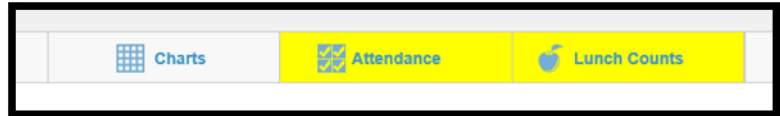
You must take attendance, even if no students are absent. **IF YOU MAKE A MISTAKE with Attendance, contact the front office.**

When you log into TeacherVUE, the system shows *you need to take attendance* by highlighting the Attendance button in yellow. After attendance is taken, the highlighting disappears and a green checkmark ✓ displays. There are two ways to take attendance, by chart or by list.

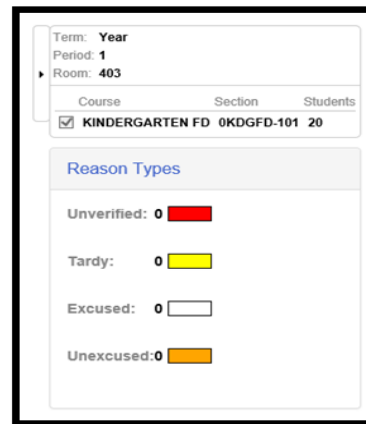


TAKING ATTENDANCE BY CHART

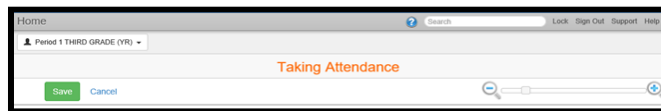
- ➔ Click **Attendance**.
The attendance options display.



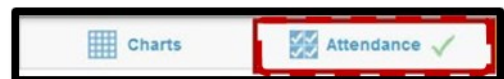
- ➔ **Continue to click** on the students' photo who is absent or tardy to toggle through attendance Reason Types.
- ➔ **Only mark students who are absent or tardy.**
All unmarked students are considered present.
- ➔ The color-coded and abbreviated reason code displays.



- ➔ **Click Save.**



You return to the TeacherVUE Home screen and the Attendance button displays a green checkmark ✓ indicating that attendance has been taken today for this class.



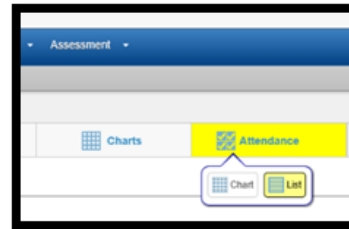


Technology Division

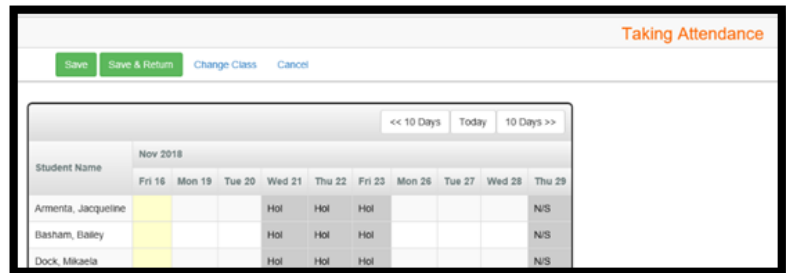
TAKING ATTENDANCE: *In-Person Learning* (continued)

TAKING ATTENDANCE BY LIST

- ➔ Click **Attendance**. The attendance options display.
- ➔ Click **List**. The **Taking Attendance** screen displays.

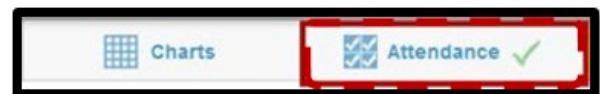


- ➔ Select the **appropriate date**.



- ➔ Click on the student's row under the correct date to toggle through attendance reasons.
- ➔ Only mark students who are absent or tardy. All unmarked students are considered present. The color-coded and abbreviated reason code displays.
- ➔ Click **Save & Return**

You return to the TeacherVUE Home screen and the Attendance button displays a green checkmark ✓ indicating that attendance has been taken today for this class.



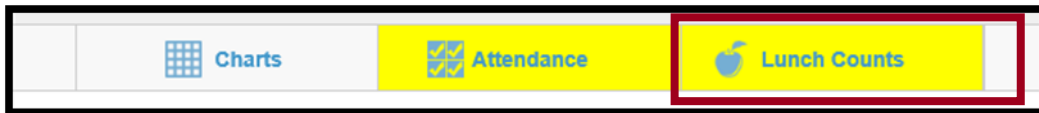
Note: Taking attendance by list ensures all students are displaying when taking attendance. Taking attendance from chart view will not display any students *who have not yet been seated in the chart*.



Technology Division

TAKING LUNCH & MILK/DRINK COUNT: (**ELEMENTARY ONLY**)

1. When you log into TeacherVUE, the system alerts you need to take lunch count by highlighting the Lunch Counts button in yellow.



2. Select the desired numbers for each option for meal or drink type. Click **Save**.
3. After lunch/drink count is taken, the highlighting disappears and a green checkmark ✓ displays.
 - **Note:** If a student is choosing *both a meal and an extra meal*, (Example: Meal A and Extra A), select only Extra A.
 - **Note:** For **Kindergarten** send the milk count down to the office via manual form or instructions left by teacher.

SPECIAL NOTIFICATION IN SEATING CHART VIEW

When checking the *Show Notifications* checkbox in the Seating Chart Configuration box, the following icons (others may be added in the future) will display providing important student information, as applicable for students in the current class.



Special Education



ELL



Life Threatening Health Condition



Notes



Asthma



Custody



Medical Alert



Exclude from directory/restricted info



Gifted



Technology Division

ONLINE CURRICULAR RESOURCES: ClassLink

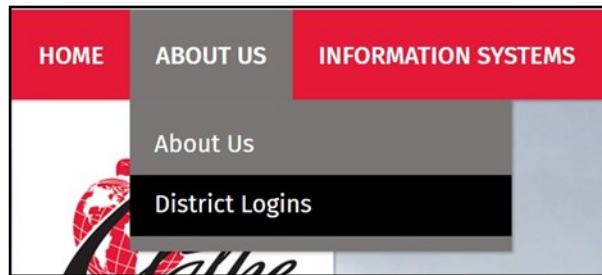
The Olathe Public Schools Board-Approved curriculum and resources include access to multiple online resources. Teachers should not leave their personal username or password information for getting onto the computer/network.

➔ **ClassLink** is only available for *Long-Term Subs*.

➔ All district devices have the Tech233 tile on the desktop:
Tech233 website at: <http://olatheschools.org/technology>



➔ Hover over **About Us** and select **District Logins**



➔ Select **ClassLink**
Use your network username and password
to access ClassLink (*only for Long-Term Subs*)





Technology Division

STUDENT iPADS: **ELEMENTARY**

- ➔ The Olathe Public Schools elementary school students will have an iPad assigned to each individual student.
 - Instructions for use of the iPad will be provided by the classroom teacher, if applicable and a part of a given curricular lesson.
 - General guidelines for use and care will be provided by each classroom teacher.
- ➔ Each Pre-K through Grade 5 classroom will have 3 charging cubes available for students, if needed.
- ➔ At all times, students using iPads should be monitored closely.
- ➔ Each student iPad will have multiple APPs installed, placed in curricular/subject folders. Teachers will leave explicit instructions as to use of the iPad/APPs for a substitute.

SURFACE GO TABLETS: **MIDDLE SCHOOL**

- ➔ The Olathe Public Schools middle school students will have a Surface Go tablet assigned to each individual student.
 - Instructions for use of the Surface Go will be provided by the classroom teacher, if applicable and a part of a given curricular lesson.
 - General guidelines for use and care will be provided by each classroom teacher.
- ➔ At all times, students using Surface Go tablets should be monitored closely.
- ➔ Each student Surface Go will have multiple APPs installed, placed in curricular/subject folders. Teachers will leave explicit instructions as to use of the Surface Go/APPs for a substitute.

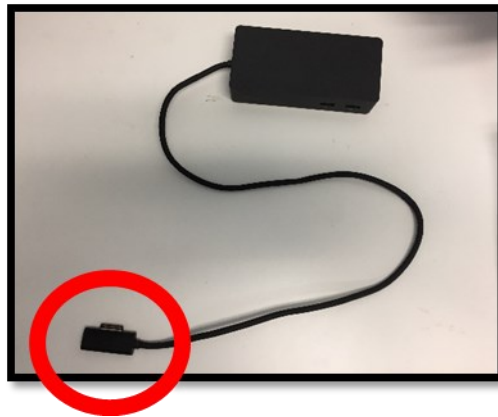
Report any missing/broken technology items to the building administrator immediately.



Technology Division

How to connect a Surface Pro Laptop to a Monitor and Classroom Projector (ELEMENTARY SCHOOL AND HIGH SCHOOL SUBS ONLY)

- ➔ Locate adapter cable on desk, also known as a *docking station*.



- ➔ Connect the cable to the Surface Pro. Refer to the next page to determine which button to use to project your screen.



- ➔ Turn on Surface Pro. (top of device)





Technology Division

Projector Remote Information for Subs 2022-2023

Used at: All elementary schools	Used at: All middle schools and Olathe North	Used at: ONW, OS, OE	Used at: Claire Learning Center only
<p>Use:</p> <ul style="list-style-type: none"> ◆ Power button (blue-upper left) ◆ Computer ◆ Video button for HDMI/ Apple TV/ DVD player ◆ Video button for PC at Summit Trail MS ◆ Volume (bottom right) 	<p>Use:</p> <ul style="list-style-type: none"> ◆ Power button (red-upper left) ◆ Computer 1 or 2 ◆ HDMI for Apple TV ◆ Volume (bottom right) 	<p>Use:</p> <ul style="list-style-type: none"> Power button (red-upper left) Computer ½ (toggle through) Video for DVD/VCR player Volume (- or +) 	<p>Use:</p> <ul style="list-style-type: none"> Power button (red-upper left) Computer 1 Video button for DVD/VCR player Volume (- or + near bottom)



APPENDIX A

**RESETTING PASSWORD & SETTING UP
TWO-FACTOR AUTHENTICATION FOR OFFICE 365**

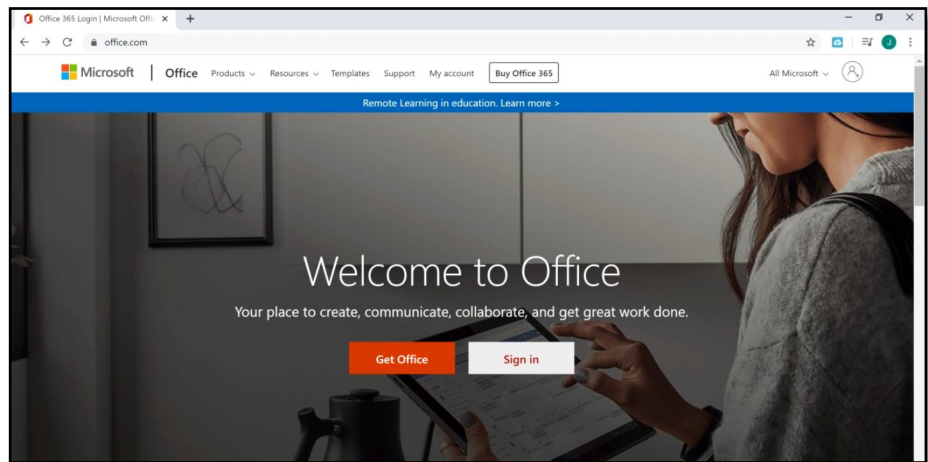


Technology Division

SELF SERVICE PASSWORD RESET FOR OFFICE 365

STEP ONE: ESTABLISH TWO-FACTOR AUTHENTICATION

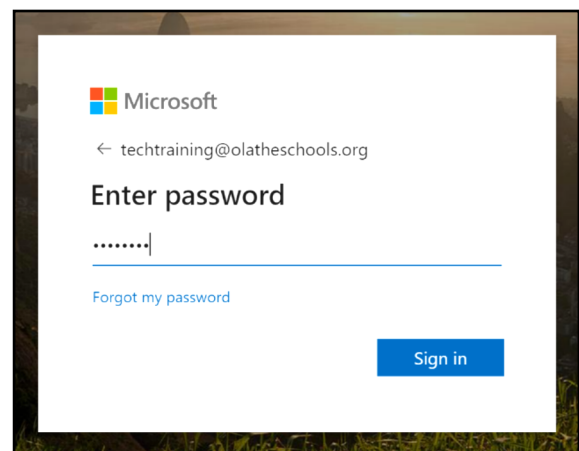
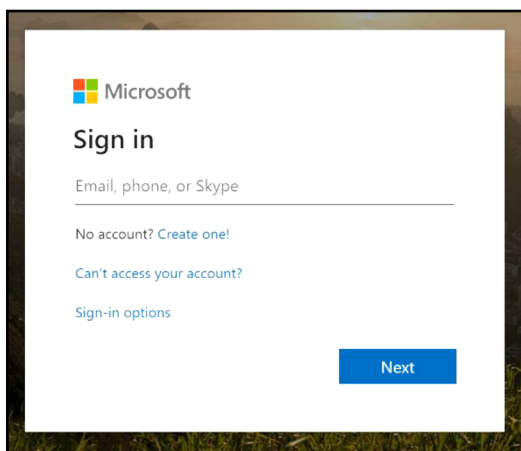
1. Open a browser window and go to www.office.com. Click **Sign in**.



2. Enter your Olathe Public Schools email address, then Click **Next**. See examples below:

- a. Staff: jadoc@olatheschools.org
- b. Student: 123abc45@stu.olatheschools.org

3. Enter your network password, Click **Sign in**.

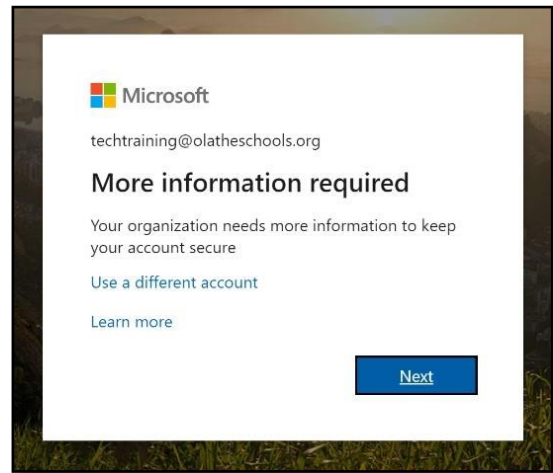




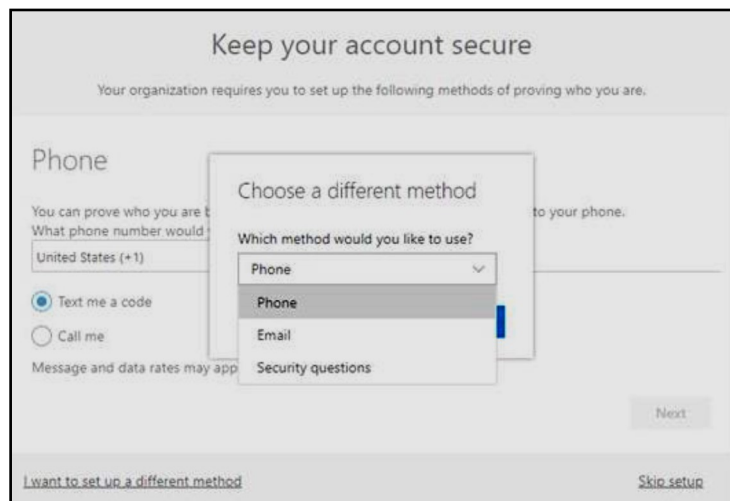
Technology Division

SELF SERVICE PASSWORD RESET FOR OFFICE 365: *continued*

4. A dialog box will appear, requesting more information. Click **Next**.
5. Enter your personal phone number OR select the **I want to set up a different method** link. I want to set up a different method. From here, you may choose to enter an email address or security questions to authenticate.



NOTE: *If you have selected email, you will need to provide a personal email address not associated with Olathe Public Schools.*





Technology Division

SELF SERVICE PASSWORD RESET FOR OFFICE 365: *continued*

If you do not see the **I want to set up a different method** link in the lower left-hand corner, and would prefer to authenticate using your email address or security questions, select the **Skip setup** link or visit: <https://aka.ms/ssprsetup>. You will be redirected to choose another method.

A screenshot of the "Keep your account secure" page. The page title is "Keep your account secure" and the subtitle is "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below it, there is a text box: "You can prove who you are by answering a call on your phone or texting a code to your phone. What phone number would you like to use?". There is a dropdown menu for "United States (+1)" and an input field for "Enter phone number". Below the input field, there are two radio buttons: "Text me a code" (selected) and "Call me". A note says "Message and data rates may apply." In the bottom right corner, there are two buttons: "Next" and "Skip setup". The "Skip setup" button is circled in red.A screenshot of the "Security info" page. The page title is "Security info" and the subtitle is "These are the methods you use to sign into your account or reset your password." There is a "+ Add method" button. Below it, it says "No items to display." An "Add a method" dialog is open, showing a dropdown menu with "Authenticator app" selected. Below the dropdown, there is a list of options: "Authenticator app", "Phone", "Alternate phone", "Email", and "Security questions".

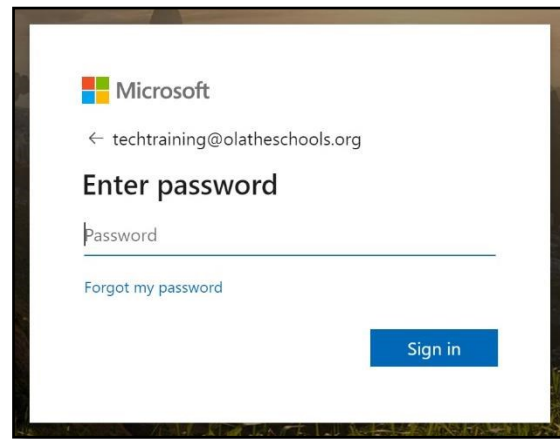


Technology Division

SELF SERVICE PASSWORD RESET FOR OFFICE 365: *continued*

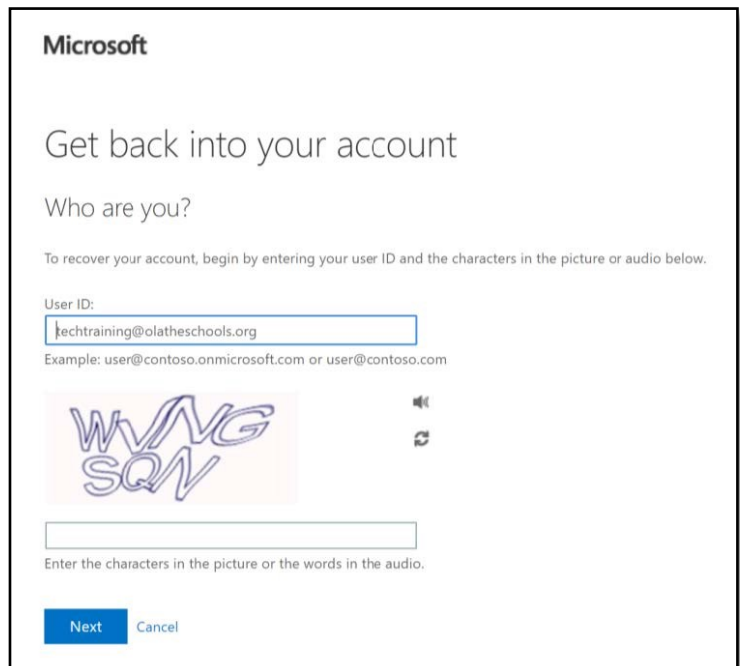
STEP TWO: ESTABLISH TWO-FACTOR AUTHENTICATION

1. Return to www.office.com to sign in, then select **Forgot my password**.



2. Confirm your email address and enter the characters displayed on the screen.

NOTE: *The characters displayed will be unique to your email address, not the characters pictured in this resource.*





Technology Division

SELF SERVICE PASSWORD RESET FOR OFFICE 365: *continued*

3. Enter and confirm your phone number, email address, or answer the security questions. You will only be prompted to do this when you initiate a password reset or change.

4. If you selected phone or email, enter the verification code you received.

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****83) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

5. Create and confirm your new password.

All passwords must consist of at least 12 characters and contains:

- Letters
- Numbers
- At least one Upper Case letter
- At least one lower-case letter
- At least one special character such as @, #, \$, %, &

Think of your password as a phrase.

Examples:

(Please do not use these examples as your password)

- Chiefs@Raiders340 – 7 Trillion Years to Hack
- SingingNtheR@1n – 1 Billion Years to Hack
- Home4Dinner% – 3,000 Years to Hack
- Putt4theMoney\$ - 16 Million Years to hack

Microsoft

Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

* Confirm new password:

Finish Cancel

6. Click **Finish**. Your password reset is complete.

APPENDIX B

INITIAL BROWSER SETTINGS

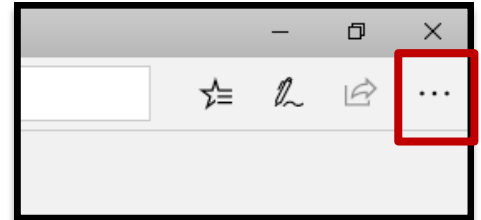


Technology Division

MICROSOFT EDGE

OPEN EDGE

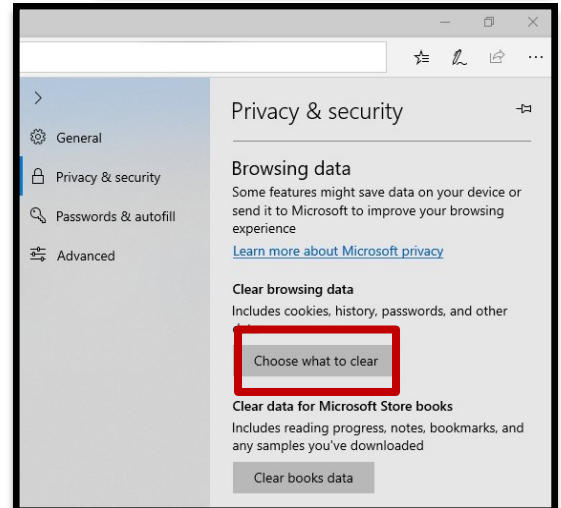
1. Click the **Settings icon** in the upper right-hand corner (...)



2. Select **Settings** from the menu that appears (located towards the bottom of the menu)

3. Select **Privacy & security**

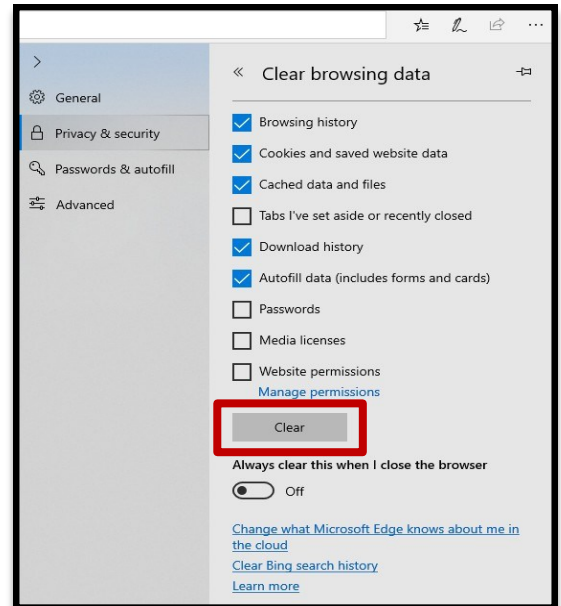
4. Under Browsing data, Select **Choose what to clear**



5. Select the following boxes: (under Clear browsing data)

- Browsing history
- Cookies and saved website data
- Cached data and files
- Download history
- Autofill data (includes forms and cards)

6. Then select **Clear**



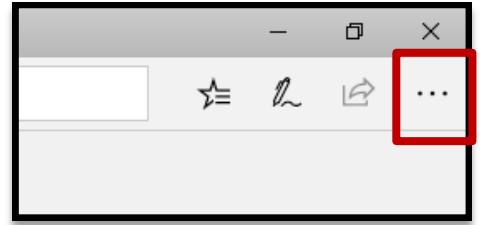


Technology Division

INITIAL SETTINGS FOR MICROSOFT EDGE

OPEN EDGE

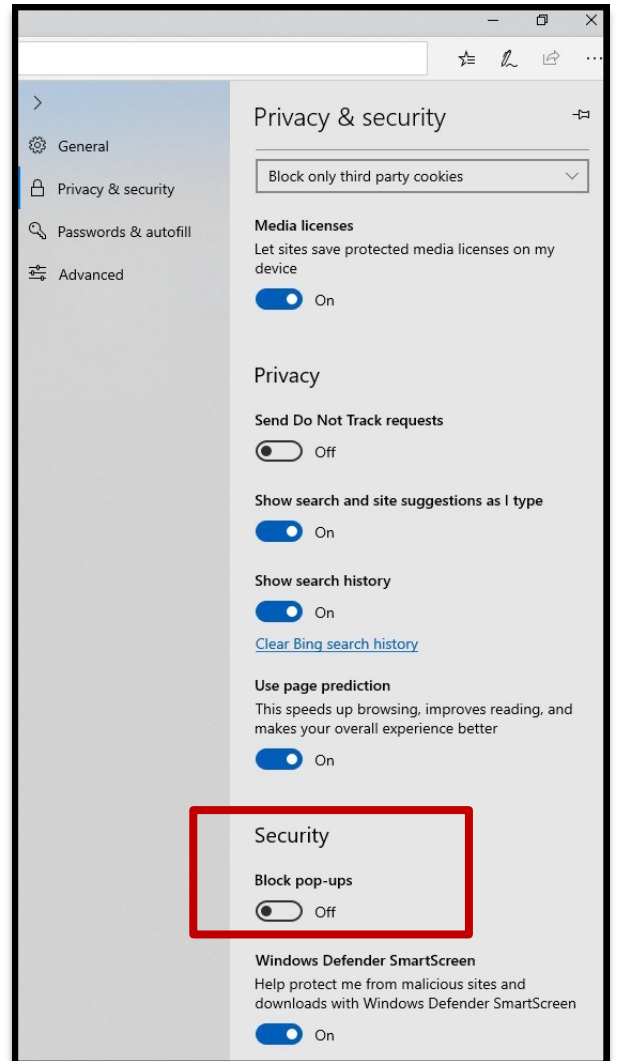
1. Click the **Settings icon** (...)
in the upper right-hand corner



2. Select **Settings** from the menu that appears
(located towards the bottom of the menu)

3. Select **Privacy & security**

4. Under Security, Toggle Off **Block pop-ups**





Technology Division

CHROME

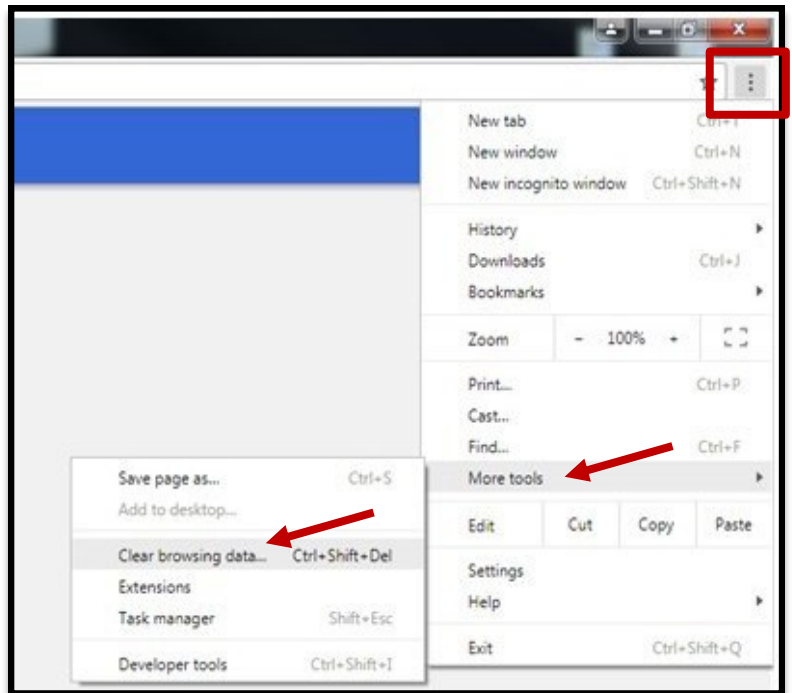
OPEN CHROME



1. Click on the Chrome menu bar on the browser toolbar (three dots upper right-hand corner)

2. Select **More tools**

3. Select **Clear browsing data**

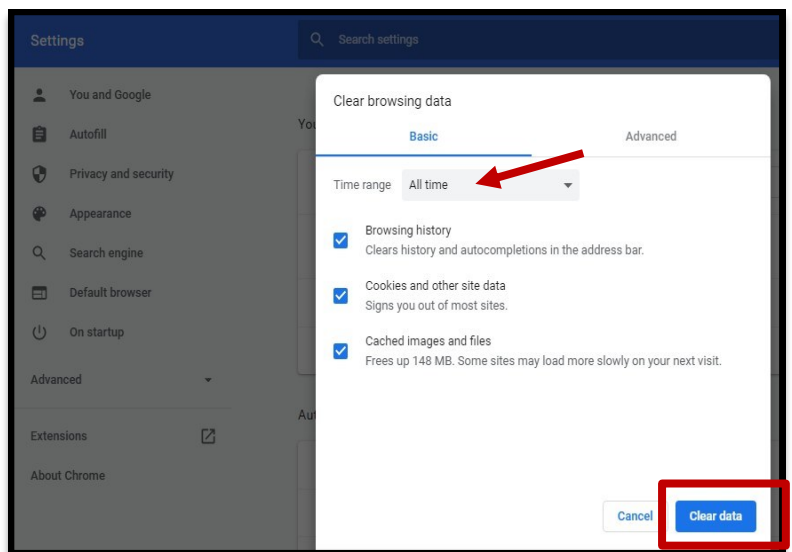


4. Select **"Time range- All time"**

5. Select the following boxes: (under **Clear browsing data**)

- Browsing history**
- Cookies and other site data**
- Cached images and files**

6. Then select **Clear data**



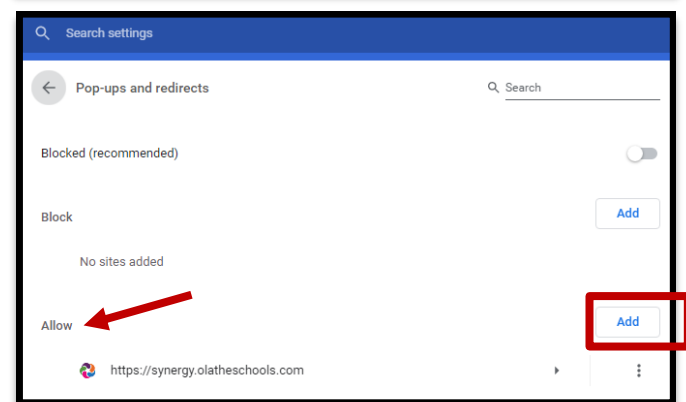
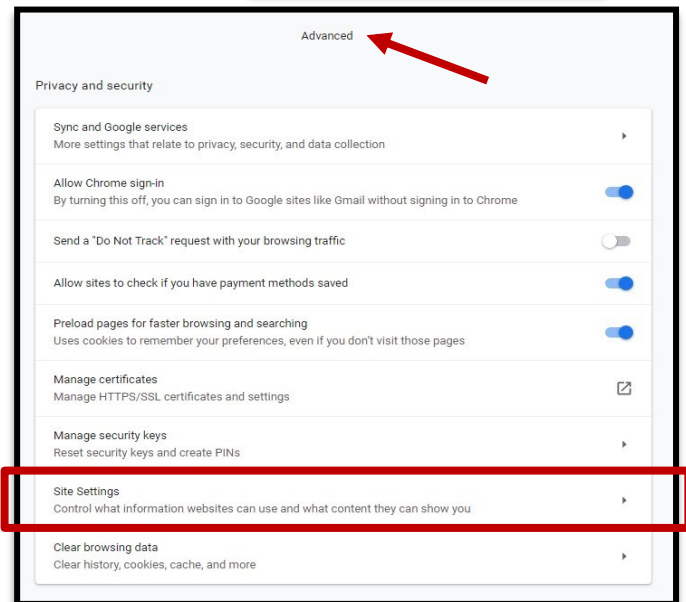
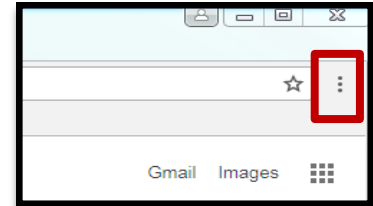


Technology Division

INITIAL SETTINGS FOR CHROME

OPEN GOOGLE CHROME

1. Click on the Chrome menu bar on the browser toolbar (three dots upper right-hand corner)
2. Select **Settings**
3. Scroll down and select **"Advanced"**
4. Under **Privacy and security**, select **"Site Settings"**
5. Select **"Pop-ups and redirects"**
6. Then, under **Allow**
7. Click **Add**
8. Then type the URL:
<https://synergy.olatheschools.com>
9. Then Select **Add**



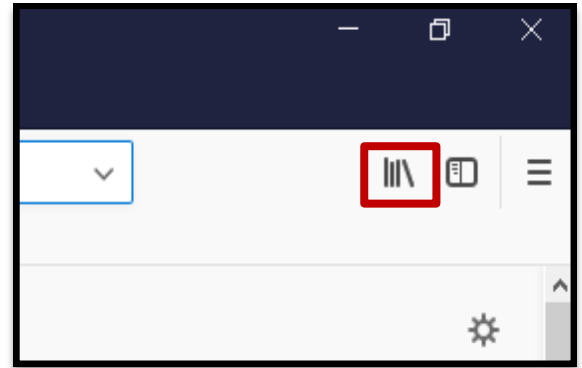


Technology Division

FIREFOX

OPEN FIREFOX

1. Click the **Library** button in the top right corner.



2. Click **History**

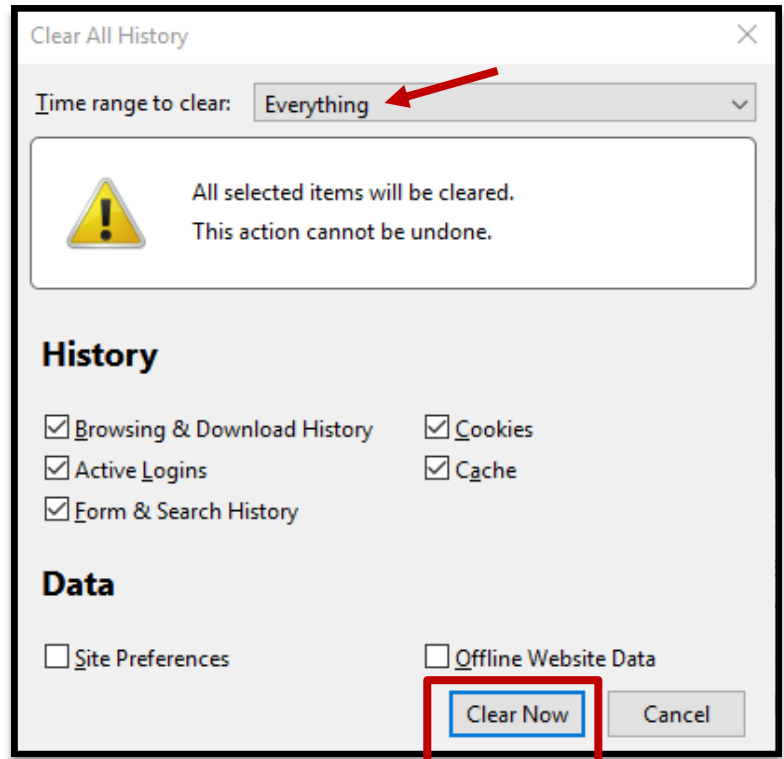
3. Click **Clear Recent History**

4. In the drop down menu under **Time range to clear**: Select **"Everything"**

5. Select the following items: (under **History**)

- Browsing & Download History
- Active Logins
- Form & Search History
- Cookies
- Cache

6. Finally, click the **Clear Now** button. The window will close and the items you've selected will be cleared.



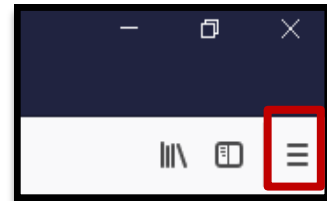


Technology Division

INITIAL SETTINGS FOR FIREFOX

OPEN FIREFOX

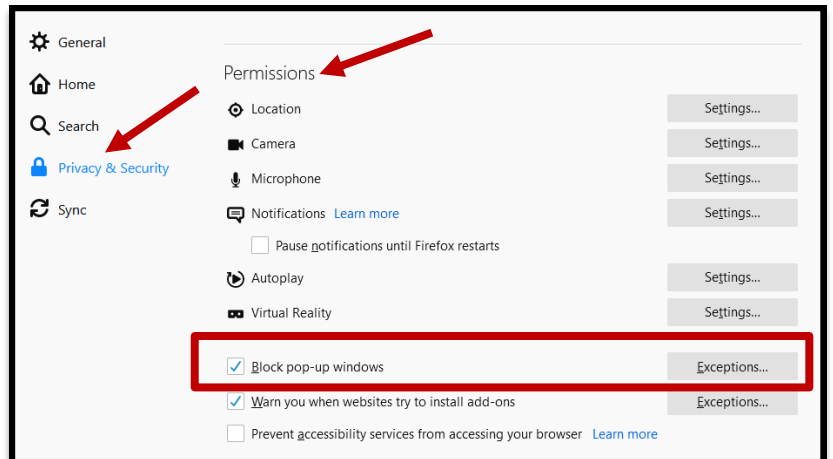
1. Open the **Menu** in the upper right-hand corner (*3 stacked lines*)



2. Select **Options**

3. Select **Privacy & Security** (located in the left side column)

4. Scroll down to the **Permissions** section. Click on **Exceptions**, next to **Block pop-up window**



5. Enter: <https://synergy.olatheschools.com/>

6. Click **Allow**

7. Click **Save Changes**

