How To

utilize **JupiterGrades** for, and/or as, a substitute

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Substitute Teachers

- All teachers can utilize the features for substitute teachers in JupiterGrades.
  - Go to Info ➔ Substitute Teachers
  - Select the date of your absence and choose the classes for which you will need coverage (you can also go back and look at past dates of substitutes)
  - Type your instructions for all classes in the Instructions for Sub box.
  - Be sure your seating charts are up-to-date (Setup ➔ Seating Charts)
  - Secretaries should now have access to all absent teachers’ lesson plans/seating charts.
    You can also print this information yourself.

Substitutes should have (or at least have access to) seating charts, schedule, and lessons plans (all available through JupiterGrades).

- A temporary JupiterGrades log-in password should be listed on the schedule/lesson plan printout as well. *This printout should be kept safe from students.*
  - When subs log in with the temporary password, the first page they will see is the feedback page where they can leave general comments about the day as well as contact information (when sent, the teacher will receive this information as an email).

- The class tabs along the top of the page can be used to bring the sub to the seating chart where he/she can take attendance. Click Done when finished taking attendance.

- Secretaries can log in and go to the Reports page to see the teachers who have left sub plans/info on JupiterGrades
  - Secretaries can also manually add any other teachers who are absent unexpectedly or who did not set up their absences using JupiterGrades
  - All information (instructions, passwords, seating charts) for absentee teachers can be printed at once