



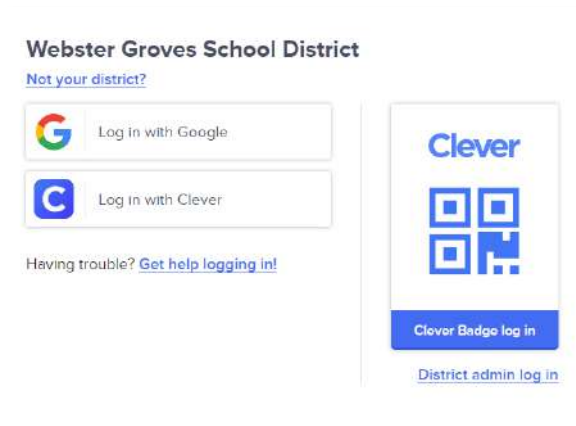
CANVAS

Adding Substitute Accounts to a Teachers Course

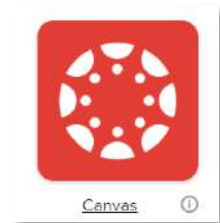


The district has created substitute accounts that can be used when necessary to connect a substitute teacher to a teachers Canvas course. This will only be necessary if the teacher is unable to provide the substitute with adequate lesson plans and resources within Aesop. Teachers can and are encouraged to place their substitute lesson plans and resources within Aesop and may not need to have the substitutes go into Canvas at all. If a substitute is required to go into Canvas, below are the steps that will need to take place to get the substitute account connected to the teacher's courses. [Click to watch a video walking you through these steps.](https://tinyurl.com/yvr98txu) (<https://tinyurl.com/yvr98txu>)

Step 1: Login to Clever and Access Canvas: <https://clever.com/in/wgsd>

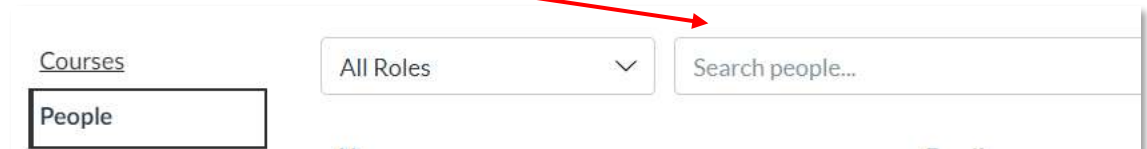


2: Click on the Canvas Icon within the Clever Dashboard



Step 3: Once in the Canvas dashboard, click on the Admin button on the right side toolbar and then select your school.

Step 4: Click on People and search for the teacher's name who is in the need of a substitute. When the teachers name appears left click it.




Step 5: Enrollments Section


Enrollments

Courses (6)

[Active, Enrolled as a Teacher.](#)
[See Student Interactions Report](#)

HOME ROOM AM - Garwitz-P1-Garwitz
[2020/2021 Y](#)
[Active, Enrolled as a Teacher.](#)
[See Student Interactions Report](#)

HOME ROOM AM-P1-Garwitz 
[DO NOT USE 2019/2020 Y](#)
[Completed, Enrolled as a Teacher.](#)

Within the enrollments section, you will need to locate the course/s that the teacher teachers. The course will show active years as well as show whether or not they are published. Any course that is not published will have this symbol after it: . Click on the course that you are wanting to attach a substitute to.

Step 6: Attach the Substitute Account to the Course

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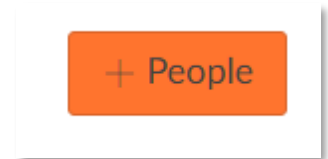
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Within the course navigation you will need to select the “People” tab. This will open up everyone and all groups that are attached to the course. You will see students, teachers, and observer accounts connected to the course. You will select the + People Button on the right hand side of the screen.



First you will need to type in the substitute email address that will be connected to this teacher’s course.

Example:
clarksub1@wgcloud.org

Each building has 5 substitute accounts created for them to utilize when they need to attach a substitute to a class.

Add People

Add user(s) by
 Email Address Login ID SIS ID

Email Addresses (required)
ismith@myschool.edu, mfooster@myschool.edu

Role: Student
Section: HOME ROOM AM - Ga

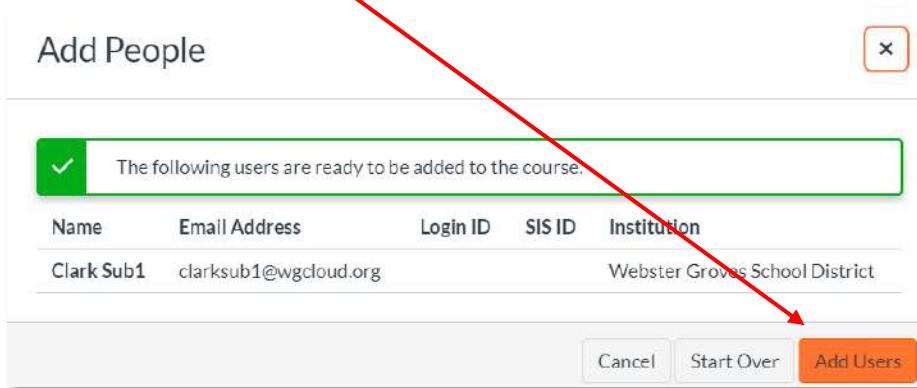
Can interact with users in their section only

When adding multiple users, use a comma or line break to separate users.

Cancel Next

Second you will need to change the Role from Student to Teacher or TA and click “Next”

Lastly, click Add Users



Add People

The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
Clark Sub1	clarksub1@wgcloud.org			Webster Groves School District

Cancel Start Over Add Users

This will add the user to the teacher's course. The final step for the substitute is to login to the substitute Google account and open the Canvas Portal and courses.

Preparation for Substitutes:

Teachers should provide substitutes with detailed lesson plans and resources that they will need to utilize for the activities for the day. Each teacher should provide their Zoom Username and Password if they are virtual teaching along with their Meeting ID and Passcode.

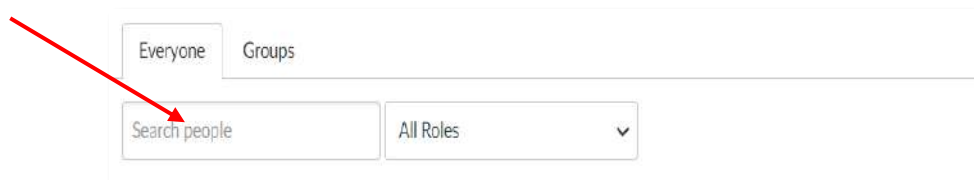
Each substitute that will be utilizing **Canvas** to support the lessons will need to login to Google utilizing the provided **WG CLOUD email address** from the building administration or building administrative assistant. The accounts are all setup in the same format. Each building has 5 substitute accounts. Example: averysub1@wgcloud.org | averysub2@wgcloud.org | averysub3@wgcloud.org | averysub4@wgcloud.org | averysub5@wgcloud.org

The password for each of these accounts are the same: **WGSD2021!**

Removing substitute accounts for the teachers course

After opening the teacher's course you will select the "People" tab within the navigation.

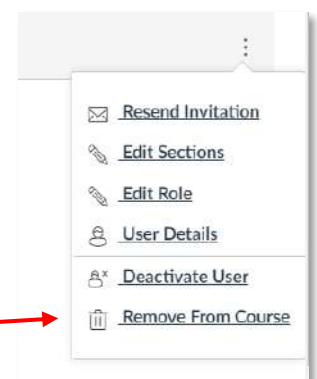
Search for the substitute account email.



Everyone Groups

Search people All Roles

On the right hand side of the screen you will see three vertical dots that you will need to click to open up a menu. Click **Remove from Course**



- Resend Invitation
- Edit Sections
- Edit Role
- User Details
- Deactivate User
- Remove From Course