



Planning for Guest Teachers in Remote Learning

To maintain consistency for our scholars and families in remote learning, we can plan and prepare for a teacher's absence. This includes providing guest teachers with access to the Canvas Course and Zoom meeting of an absent teacher.

For Short Term Guest Teachers with Notice

Step 1: All classroom teachers will generate a self-enrollment code and add it to their emergency Guest Teacher-plans that will be on file with the school office. This self-enrollment code will allow a guest teacher to join the class as a "Student".

- See this guide showing how to generate a self-enrollment code: [Link to guide](#)
- See this video showing how to generate a self-enrollment code and paste it into a Guest Teacher-plan document: <https://youtu.be/9Ebk2kQtino>

NOTE: By enrolling a guest teacher as a Student, they can view the course with scholars and are not able to edit pages, eliminating the chance of a course being inadvertently changed or content being deleted.

Step 2: The classroom teacher should add the guest teacher as a co-host to their Zoom meeting, so that scholars and families are not disrupted and can join their normal Zoom meeting using the same links. Cohosting can be set up ahead of time and teachers can see who their sub is in Frontline.

- See this guide for adding a co-host: [Enabling and adding a co-host](#)

NOTE: All teachers should include an office staff member, or other person designated by the administration, as co-hosts to their Zoom meeting so that in the case of a last-minute guest teacher, that staff member can start the Zoom meeting and invite the Guest Teacher, making them host of the meeting.

NOTE: If co-hosting capabilities are not in place, the teacher should leave their Zoom login credentials with the school office staff or other person designated by the administration. The office staff will start the meeting, invite the Guest Teacher and pass hosting duties to the Guest Teacher before leaving the meeting.

Step 3: The classroom teachers should include the following links to the Guest Teacher plan that is on file with the office:

- Self-Enrollment link for their Canvas Course.
- Link to the Class Zoom Meeting.
- Here is a sample Guest Teacher plan: [Sample Guest Teacher Lesson Plan](#)



Additional Steps for Emergency Guest Teachers

Step 1: Provide the guest teacher with the Guest Teacher-plan with the self-enroll link. The guest teacher will confirm that they are able to enter the Canvas Class with the office staff.

Step 2: The teacher, or another member of the building team who has been made a co-host, will invite the Guest Teacher to the Zoom meeting for the class they are covering, and make them Host.

For Long Term Guest Teachers

Step 1: When a teacher will be going on a long term leave, please notify our Canvas Admin team, Doug Melven (dmelven@fwps.org) and Dennis Purcell (dpurcell@fwps.org).

NOTE: When a teacher goes on leave, and guest teacher takes over as primary teacher, the Canvas course of the teacher going on leave will be closed, moving scholars to the new guest teacher's course, which will be missing the content from the original course.

Step 2: The teacher going on leave will add the guest teacher to the course as a "Teacher," so that they can access student submissions that were made prior to the guest taking over and so that they can move over content created by the teacher . Here is how: [How do I add users to a course?](#)

Step 3: The guest teacher will create their Zoom link and add it to the Home Page in the Week at a Glance so that scholars are seeing it in consistent location. Here is how to:

- Update links on the home page: https://youtu.be/tvF_TpedUbw
- Create a Zoom Meeting: [How to Schedule a Zoom Meeting](#)

Step 4: Before a teacher returns from leave, the long-term Guest Teacher should archive/export the course and share that export file with the returning teachers.