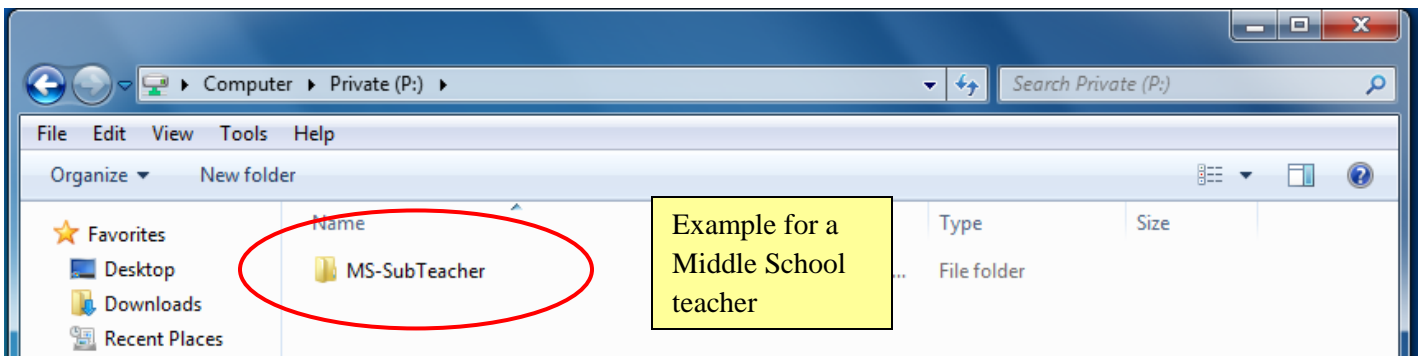
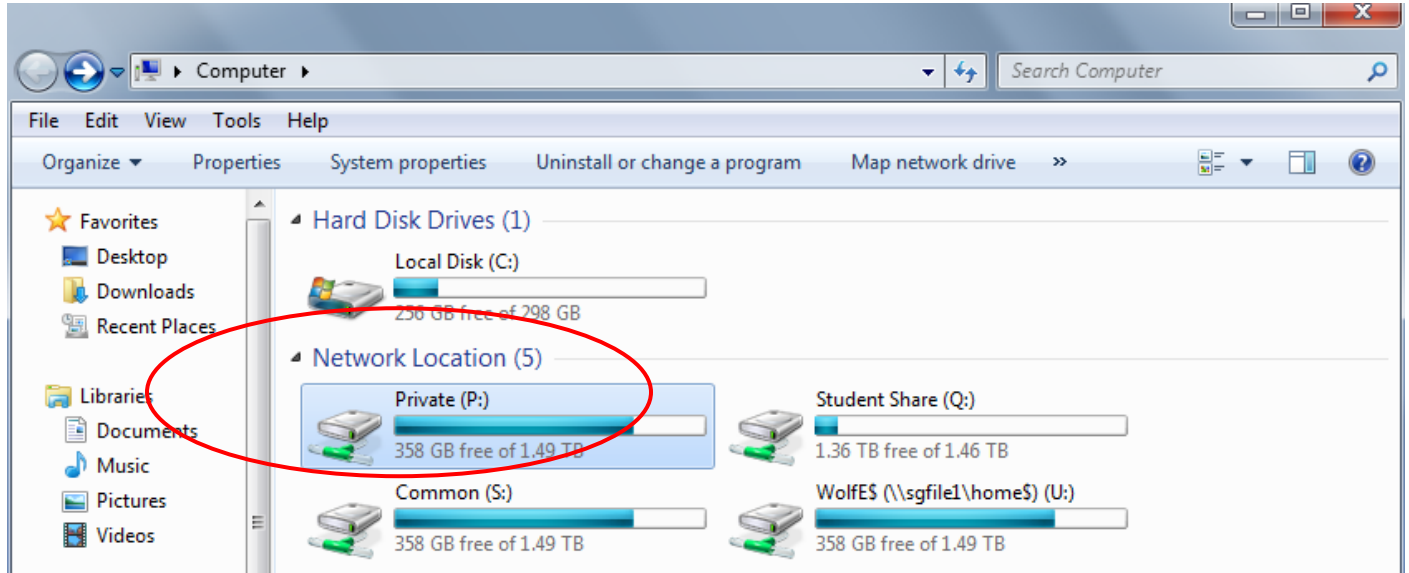
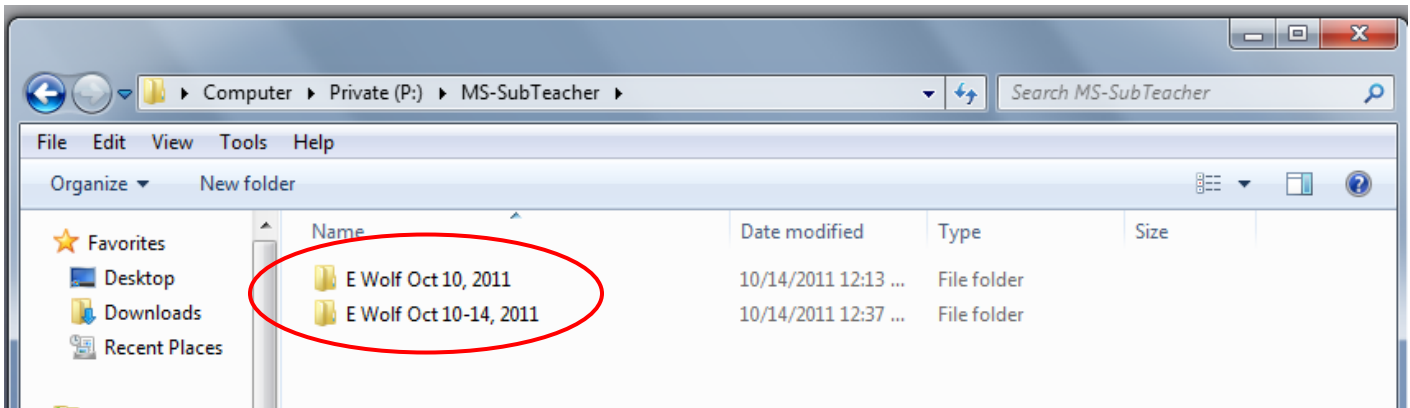


## Substitute Folder Process

- There is now a folder named **Your building-SubTeacher** located in the **Private (P:)** drive

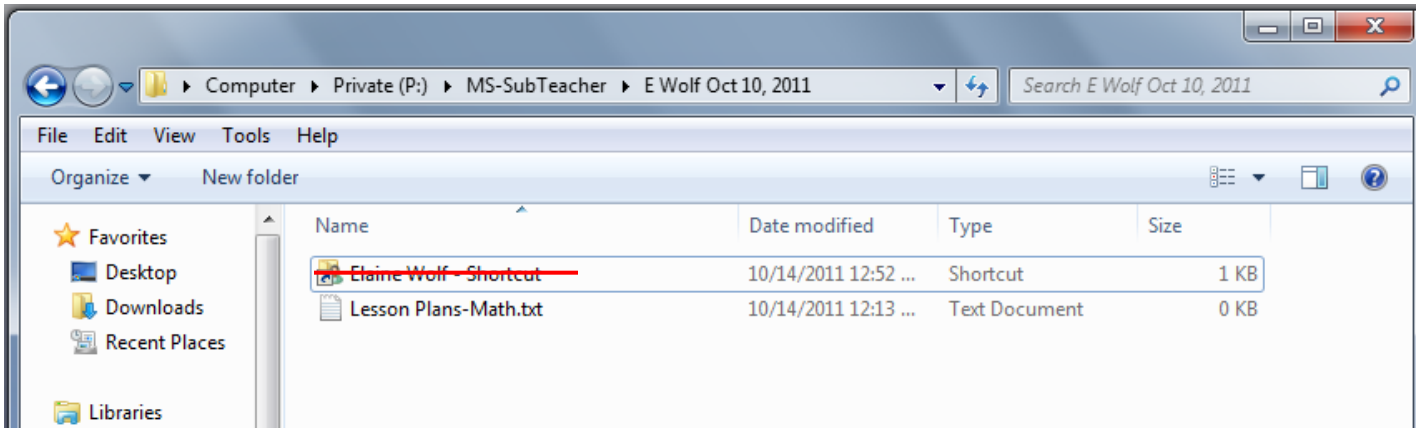


- Please create a folder in this location with the following naming convention.
  - First Initial Last Name Date of Absence – below are sample folders.



- Lesson plans, Discovery Streaming Clips, etc may be placed in this folder for the substitute to access.

- The substitute will NOT have access to *any other network folders* with their sub account. **Substitutes do not have access to the building Common Drive.** Please do not place shortcuts in the folder pointing to a document or clip you have saved in your personal user folder or something you have saved on your computer.



- Please do not save documents to your desktop or attempt to save documents to the All Users desktop. Other users do **NOT** have access to your desktop items and All Users is no longer available with Windows 7.
- When you return from your absence please delete the folder that you had created. This will ensure that the folder remains clutter free and more easily navigable for your substitute.