	Title: Google Classroom – Sub Hub for Substitutes	Software: District Website
		Revised Date: 12/13/2019
		Supersedes Date: 06/10/2019

Navigation

- Bread Crumbs:**
 Mat-Su School District Homepage (<http://www.matsuk12.us>) >Employees> > Google MSBSD > Login

Questions?

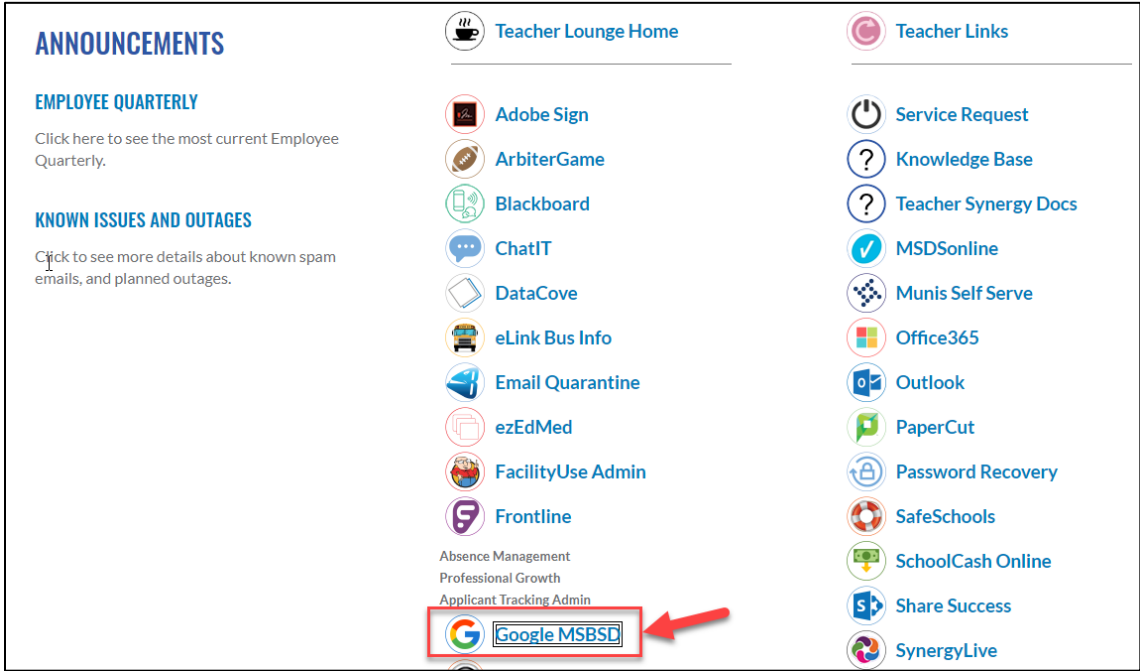
Contact Human Resources at 746-9245 or amber.allen@matsuk12.us for help.

Follow these instructions to Login to the Google Classroom Sub Hub as a “Student.” Substitutes are considered students in the program and staff are considered teachers.

- From the District homepage, click the Employees tab.

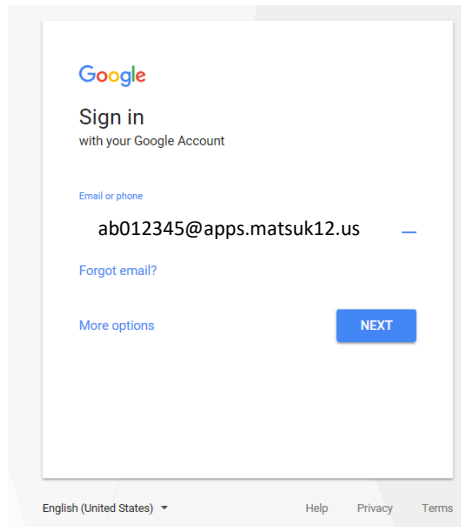


- You will be redirected to the Employee Quick Links screen. Select the Google MSBSD icon.

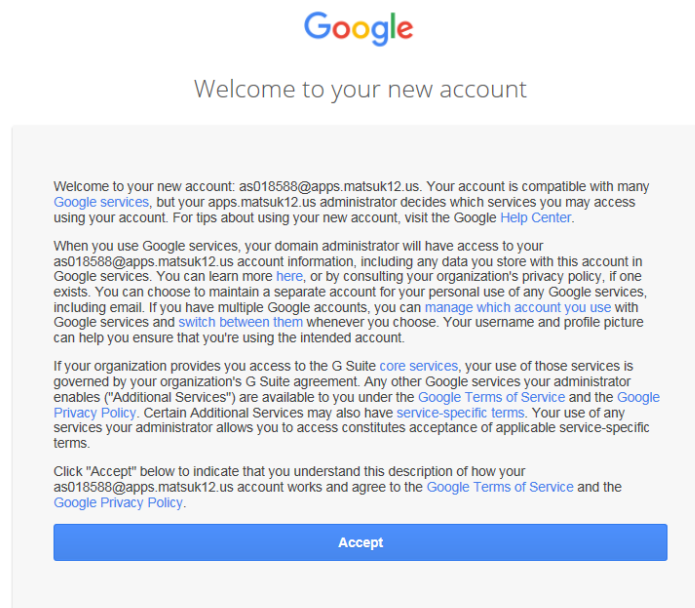


The screenshot shows a grid of quick links. On the left, there are sections for 'ANNOUNCEMENTS', 'EMPLOYEE QUARTERLY', and 'KNOWN ISSUES AND OUTAGES'. The main area contains a list of links with icons: Teacher Lounge Home, Adobe Sign, ArbiterGame, Blackboard, ChatIT, DataCove, eLink Bus Info, Email Quarantine, ezEdMed, FacilityUse Admin, Frontline, and Google MSBSD. On the right, there is a 'Teacher Links' section with links like Service Request, Knowledge Base, Teacher Synergy Docs, MSDSONline, Munis Self Serve, Office365, Outlook, PaperCut, Password Recovery, SafeSchools, SchoolCash Online, Share Success, and SynergyLive. The 'Google MSBSD' link is highlighted with a red box and a red arrow.

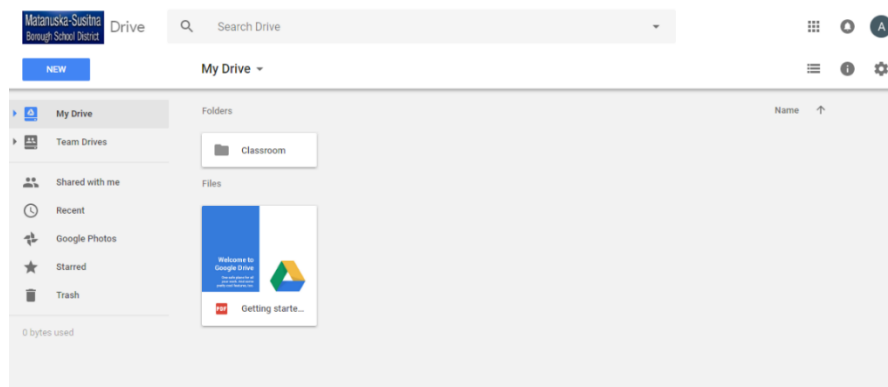
3. A Google Sign In screen will come up. You enter your District Google E-mail and click "Next." Your Google Email is your first and last initial of your name, Zero, your User Employee ID number, the @ sign, and apps.matsuk12.us.
Example: ab012345@apps.matsuk12.us
Password: Same as your District login



4. A Google terms of use and policy agreement comes up. Click "Accept."



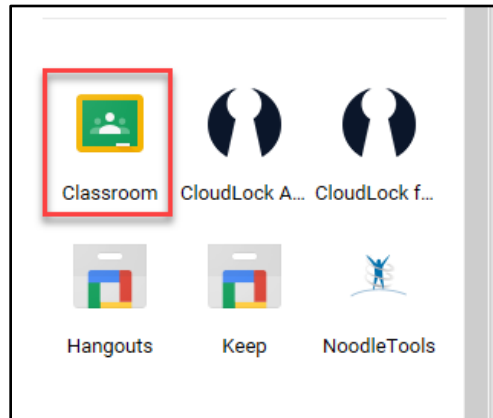
5. The main Google Drive homepage comes up.



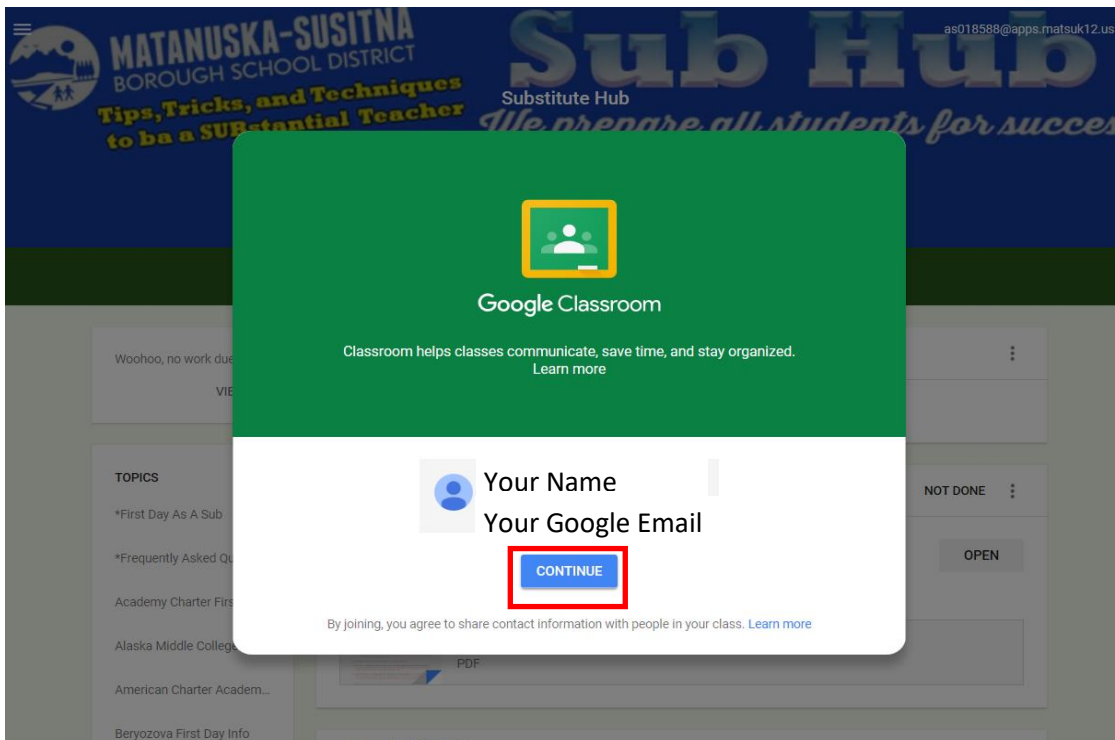
6. Once you are logged in click the “More Accounts icon” which is shaped like a waffle in the right hand corner.



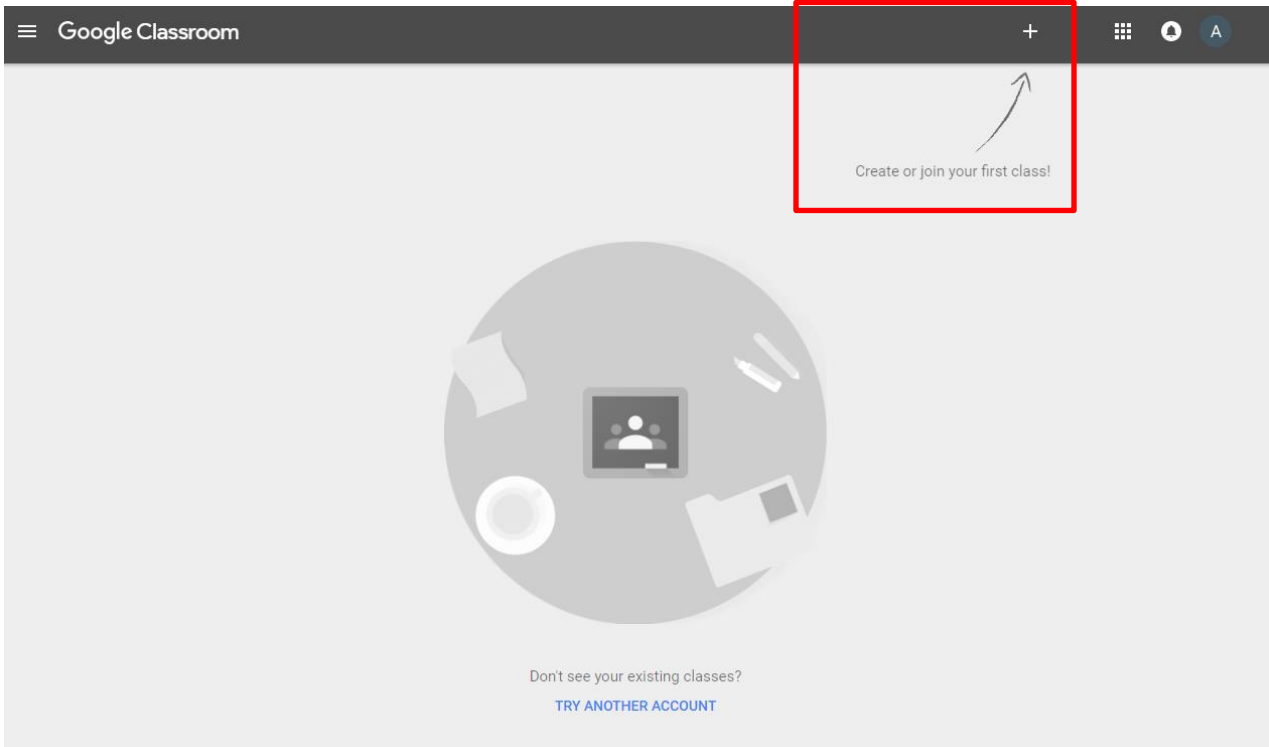
7. A list of Google account icons will come up. Click on the “Classroom” icon.



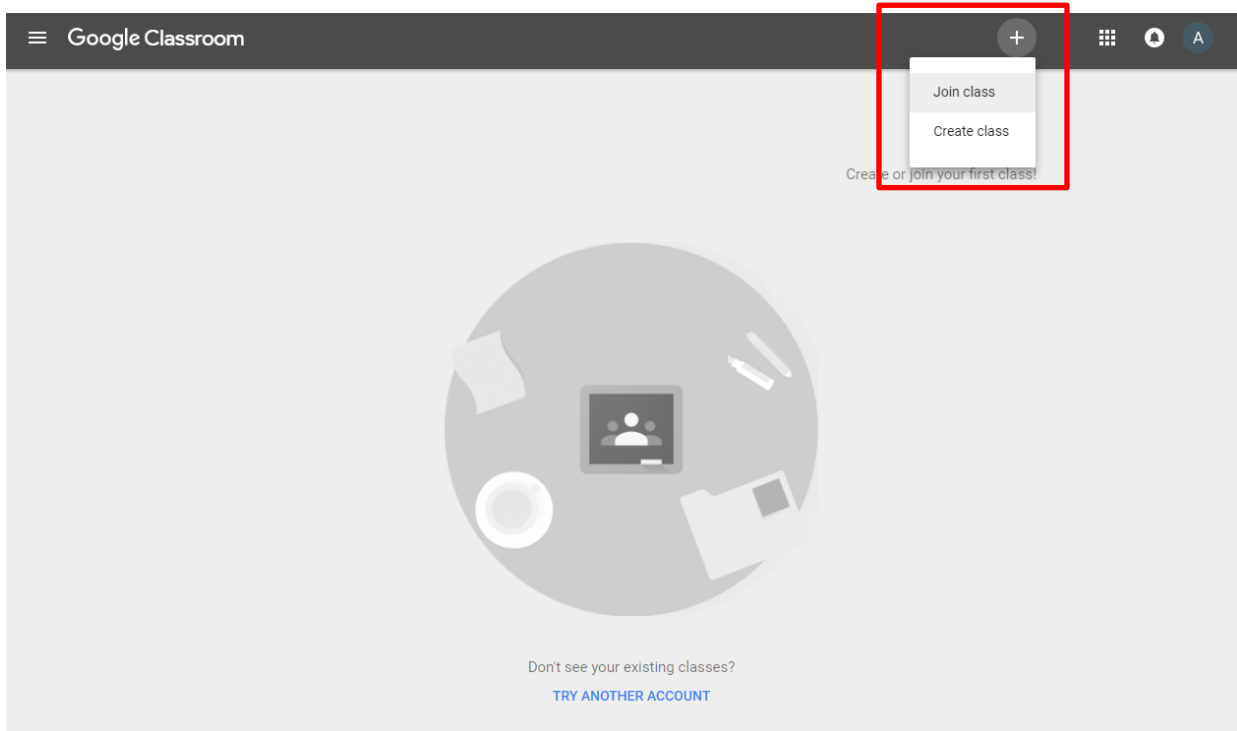
8. Another screen pops up with your name and e-mail address, letting you know that you are logging into Google Classroom. Click continue.



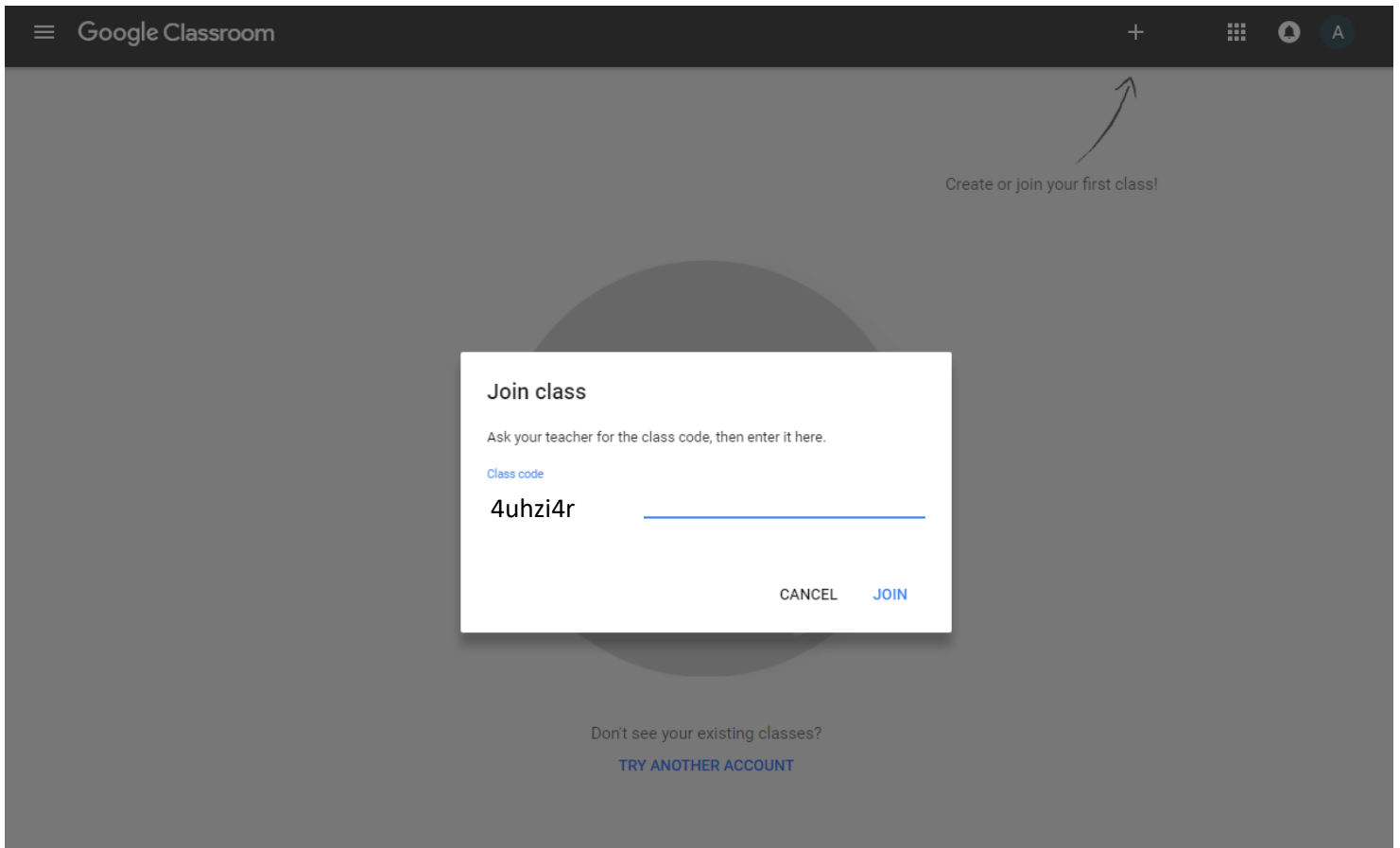
9. The Google Classroom home page comes up. Click the plus sign in the top right corner of the screen.



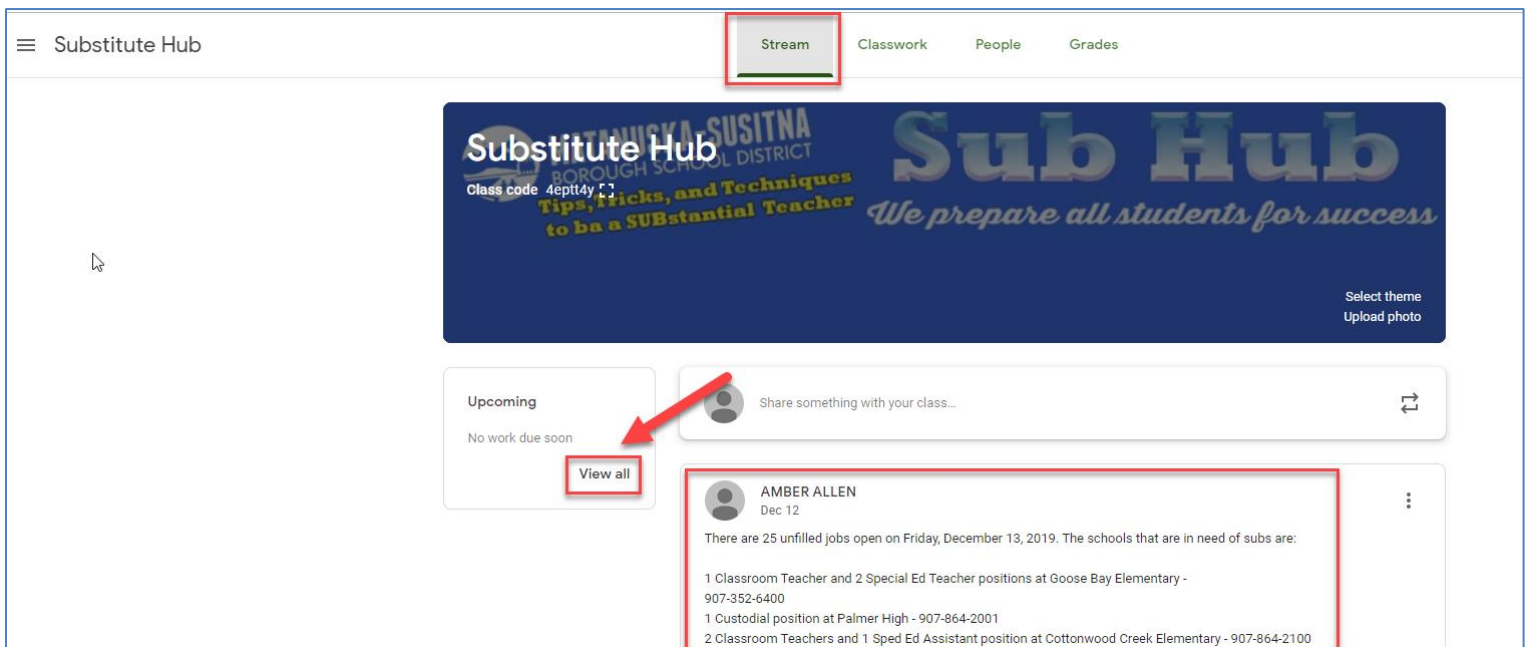
10. Then select "Join Class."



11. A Join Class login screen will come up. Enter the class code, “4uhzi4r.”



12. When you open the “Substitute Hub” classroom, the first screen that comes up is the home screen. The Stream tab is the default tab selected on the home screen. The stream tab is where questions and comments are posted from schools or the District office. HR posts substitute job openings that are unfilled for the next day, daily on this page. Click the “View all” button under the upcoming assignments section.



13. All School Discipline Plans and Daily Instructions are assigned to all substitutes and listed here, as it is helpful to read this information before subbing at each school. Make sure you are in the “to review” tab and select the school Discipline Pan or Daily Instructions for Subs that you want to review.

	To review	Reviewed
Substitute Hub ▾		
No due date		
Academy Charter Discipline Plan for Substitutes Substitute Hub	5 Turned in	340 Assigned
Academy Daily Instructions for Substitutes Substitute Hub	2 Turned in	343 Assigned
Alaska Middle College Daily Instructions for Substitutes Substitute Hub	1 Turned in	344 Assigned
American Charter Daily Instructions for Substitutes Substitute Hub	2 Turned in	343 Assigned
Beryozova Daily Instructions for Substitutes Substitute Hub	1 Turned in	344 Assigned
BIG LAKE ELEMENTARY DAILY INSTRUCTIONS FOR SUBS Substitute Hub	3 Turned in	342 Assigned
BIG LAKE ELEMENTARY DISCIPLINE PLAN Substitute Hub	4 Turned in	341 Assigned
BURCHELL DAILY INSTRUCTIONS FOR SUBSTITUTES Substitute Hub	3 Turned in	342 Assigned
Butte Daily Instructions for Substitutes Substitute Hub	4 Turned in	341 Assigned

14. For example, I clicked the Academy Charter Discipline Plan for Substitutes. Make sure you selected the Instructions tab at the top, so that the Discipline plan comes up. Click on the PDF file in the center of the screen. The Discipline Plan comes up for your review. You can click “Add Class Comment” at the bottom, if you would like to leave any feedback for the school or other subs.

Instructions Student work

Academy Charter Discipline Plan for Substitutes

100 points

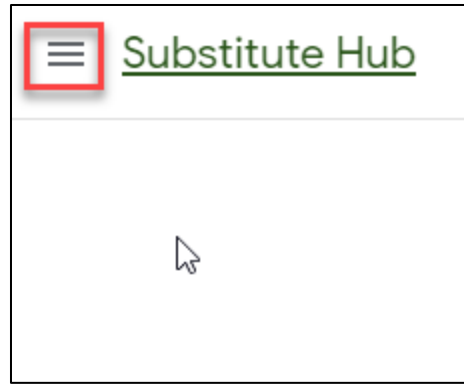
AMBER ALLEN May 19, 2017

Academy Charter Sub- guild... PDF

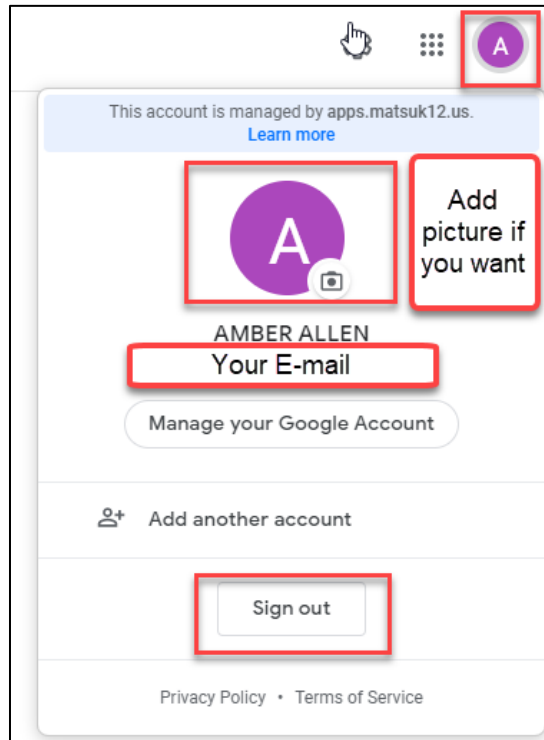
Class comments

Add class comment...

15. You can also navigate to different tabs and the classroom calendar, using the navigation menu in the top left corner of the home screen.



16. To sign out, click the circle in the right-hand corner with the first letter of your name in it. You will see the option to sign out. You can also click on the circle icon next to your name to change your picture if you would like.



17. Please feel free to contact Human Resources if you have any questions.