

- New Substitute Teacher Process -

Context:

We recently changed the default Meeting Options for Teams Meeting such that Only Me (the Organizer) can be the Presenter for a Teams Meeting. Our previous guidance was for teachers to make these changes themselves so that students were not also Presenters.

As a result of this change, a substitute teacher cannot be added as a Presenter to a previously scheduled Teams Meeting. If a substitute teacher joins the scheduled meeting, they would only be an Attendee, like the students. Note that this was the case where teachers had made themselves the Presenter for the meeting (changing Meetings Options to Presenter is Only Me).

Revised Guidance for Substitute Teachers:

- 1) Office Manager or Principal adds substitute teacher to Team class/section
- 2) Substitute teacher creates a new Scheduled Meeting or Meet Now (perhaps with a name like "Substitute Teacher for" <Current Date> | [Video on how to Schedule a Meeting](#))
- 3) Substitute teacher should admit the school site's TeamsAdmin account into meetings and make them a Presenter also
- 4) At the end of the day, the substitute teacher should:
 - a) be removed from the Team by the Office Manager, Principal or the Teacher
 - b) "Leave" the team | [Video on how to Leave a Team](#)

Supporting Tutorials for Substitute Teachers:

How to schedule a Class Meeting and Admit the TeamsAdmin account:

[Document](#) | [Video](#)

How to Leave a Team:

[Video](#)