

Substitute Teacher Resources

Additional general information can be found at Blueprint.venturausd.org

Ventura USD Email:

All Ventura Unified School District substitutes are issued a VUSD email address. Once hired, an email is automatically generated and sent to your personal email address you submitted to HR when you were hired.

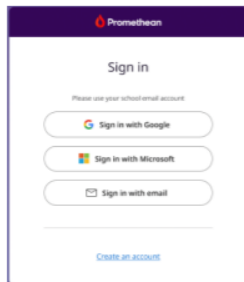
The email will come from support@venturausd.org and will be titled “New Employee Account”. Your username/email address and temporary password will be in the email. Once you log in, you will be required to create a new password.

You will also see a Login Portal for accessing Classlink. Substitute teachers will be able to access Outlook (Email) and Aeries from the Classlink LaunchPad.

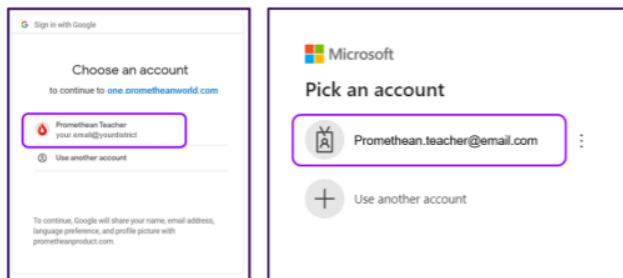
Create a Promethean Board Account

Every VUSD substitute should create a Promethean Board Account. The account will be cloud-based and allows you to sign into Promethean ActivSuite or any ActivPanel 9. Teachers can then email you lesson plans to be used with the Promethean Board in the classroom.

1. Go to one.prometheanworld.com and click 
2. Select to sign in with Google, Microsoft, or other email. *Please use your school email account.*

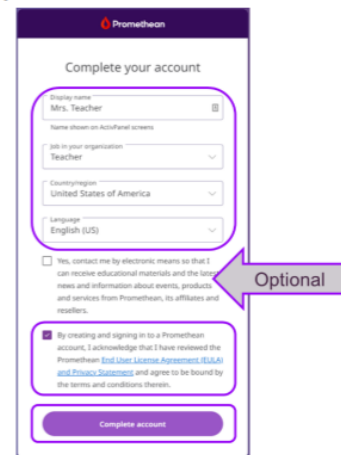


3. Select the account you want to use to create your account.



Note: If you previously had a myPromethean account for the Resource Library, you will automatically be taken to the Profile tab on the Account page. Here you can choose to edit your profile.

4. Complete the required fields
 - a. The **Display name** will be how your name is shown on the panel
 - b. **Job in your organization** (Teacher or IT Administrator)
 - c. **Country and Language**
5. Check the box to accept the End User License Agreement and Privacy Statement
6. Click **Complete Account**

The image shows the 'Complete your account' form. It has a purple header with the Promethean logo. The form fields are: 'Display name' (Mrs. Teacher), 'Name shown on ActivPanel screens', 'Job in your organization' (Teacher), 'Country/region' (United States of America), and 'Language' (English (US)). There is a checkbox for 'Yes, contact me by electronic means so that I can receive educational materials and the latest news and information about events, products and services from Promethean, its affiliates and resellers.' and a checkbox for 'By creating and signing in to a Promethean account, I acknowledge that I have reviewed the Promethean End User License Agreement (EULA) and Privacy Statement and agree to be bound by the terms and conditions therein.' At the bottom, there is a 'Complete account' button. An arrow points to the checkbox for 'Yes, contact me by electronic means...' with the word 'Optional' next to it.

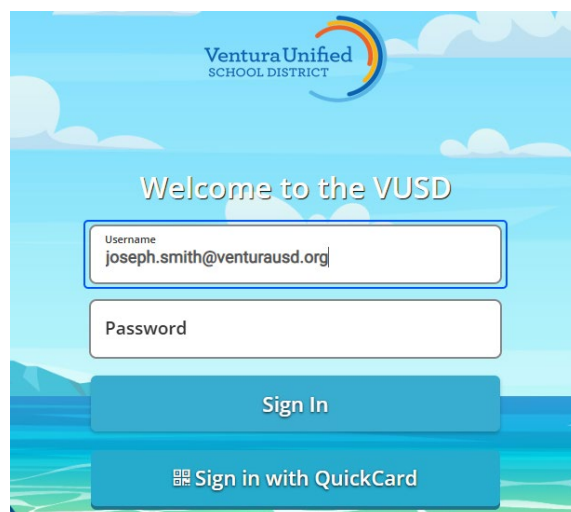
The login credentials that you used to create your account are the same ones you will use to sign into Promethean ActivSuite™ or any ActivPanel 9 in your school or district.

Logging into Classlink:

If you don't have the link from the original email, you can type the following in your browser: cl.venturausd.org

Once you have reset your email password, use your full email address, the new password, and click Sign In, to log into Classlink.

You will be asked to set up a Multi-Factor Authentication PIN. Enter a PIN you will be able to remember.

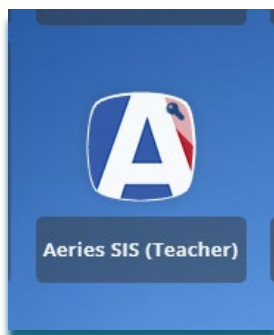


Accessing Aeries:

The office manager at the school site will email, or hand you, a sheet with a temporary login and password for Aeries.

Once you have logged into Classlink, you will select the Aeries SIS (Teacher) Portal.

- **Username:** Enter the temporary username on the form
- **Password:** Enter the temporary password
- **Databases:** Select VenturaUSD
- **Year:** Select the current academic school year
- Click **Login**



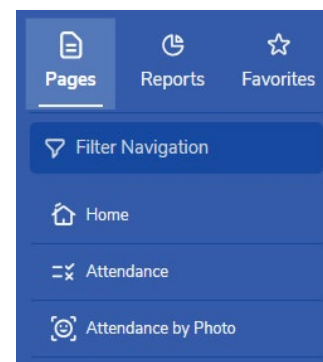
Note: If you do not see the Password option, click cancel at the bottom of the Login Box. This will open the window so the Password option is viewable.

Taking Attendance in Aeries:

Attendance must be taken within the first 10 minutes of each period. For elementary, you will only need to take attendance once a day at the beginning of the day.

When you log into Aeries, you will be directed to the Home Page. You will see a Navigation menu on the left side of the screen.

From the Pages tab, you will select Attendance. (You may also take attendance by Photo if the teacher has set up that option.)



Once in Attendance, verify the date is correct and select the appropriate period (if applicable).

- Click on the A selection if students are absent or T for tardy students.
- Then select **all remaining students are present** to complete attendance for the selected period. There is no Save button.
- Click through all the periods of attendance (if you forgot to take attendance a red error message will warn you that you have missing attendance for the selected period.)
- Verify you have completed attendance for all periods before you log out of Aeries for the day. You must check out with administration or attendance before leaving school to verify attendance has been submitted for all periods you are responsible to report.

Class Attendance

7/9/2026

AM T2 (8:30 AM - 12:15 PM)

Eng 10P LT S1 (119)

Attendance for today was submitted at 7/9/2026 9:19 AM.

Stu ID	Name	Grd	Prgm	Language Fluency	Gender	A
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Class Attendance

Attendance is missing for yesterday (3/3/2022) for periods: Flex 1, 3, 4, 5, flex 6

Attendance is

3/4/2022

Period 3 (10:05 - 10:55)

All Remaining Students Are Present

Mass Apply

Hon World Hst (3036)

Stu ID	Name	Grd	Prgm	Language Fluency	A	T	3/4
1 89401134	Allen, Sanai A.	10		E	☐	☐	☐
2 89401205	Banks, Rene I.	9		I	☐	☐	☐
3 89400434	Bird, Camren A.	9		I	☐	☐	☐
4 89400230	Bradford, Halle A.	9		E	☐	☐	☐
5 89401065	Brennan, Rachel A.	10		E	☐	☐	☐

You will see a message stating “Attendance for today was submitted at ...” to confirm you have posted attendance correctly.