



# The Gaggle

Bringing You a Gaggle of News Monthly

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## Supporting Successful Subs

Teachers are the most critical component in a successful educational experience for students. Even the most dedicated educators will have days when they cannot be in their classroom, so schools must rely on substitute teachers to fill the gap. Unfortunately, a class or day with a substitute is rarely equal in content and rigor to that with the regular instructor. Yet in today's educational environment, every minute counts, so supporting substitute teachers is essential.

The largest challenge for teachers and substitutes is communication of lesson plans, especially for an unexpected absence. A Gaggle email account is the perfect solution! Create a single account with a user name like "GHS-Sub." Setting it to a *Send to Admin Only* access level will allow the account to send and receive messages from your teacher's Gaggle accounts, and also access Gaggle's other features. The school can provide the user name and password to substitutes at the beginning of the year, or when they are called for their assignments. When a teacher is absent, they can email their plans, along with any attached documents, to the sub account, using their name and date of absence as the subject line. Once the substitute teacher gets their assignment, they can log in for their lesson plans. This will ensure they get them, and

give them advanced planning time. They can also reply to the teacher for any needed clarification.

Gaggle's other features can also be used to support guest teachers. A message board could be created with postings about school policies, or that could be used by the subs themselves to post tips for other subs, or feedback on the lesson plans and teacher preparation. The Digital Locker on the sub account might contain copies of the school calendar, safety plans, or other helpful documents. Finally, a teacher home during a school day could have a Chat Room open with their substitute in case of any last minute questions or issues.

Both being a substitute and preparing for a substitute can be a challenge. By using a guest Gaggle email account, communication and student's learning can be greatly improved.



## Curriculum Corner

Adding a new user account in Gaggle is simple. Once you log in, go to your School (or District) Admin menu on the left side of your screen. You will then see a menu item marked "Add Users." Click on that and proceed to add the users that you would like to add. Keep in mind that entering information into **all** of the fields is not necessary, but may prove to be advantageous to you in the long run. The only information that is mandatory in creating the account will be Username, Full Name, and Password.

## Specifying Users

To create a new message board in Gaggle, go to your School Admin menu and choose Edit Message Boards. It will then ask you for the name. Click Create and then the actual creation page will pop up. In creating this board, you have the option of specifying whom you would and would not like to have access to the board. When you create the message board you will see a box on the creation page that says "Allowed Users." Pull that menu down and select Specified Users. You will then see a listing of students. If you click All Users, all of the students and teachers in your directory will appear on the page.

Once you scroll down to the listings you have the ability to check off the users that you wish to have access to the board you have created. After you have selected everyone that you want to allow to see and post on the board, click "Update" at the bottom of the directory listing. This will then formulate the final list of allowed users and will alert you when it is complete with a red box at the top of the page that says "Board Updated."

***Please don't hesitate to contact Gaggle's Customer Service staff if you have any questions!***  
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