



Reporting an Absence During Virtual Learning

When you are going to be absent it is important that your students still receive instruction. In order to provide coverage please follow these steps.

Enter your Absence

- Report your absence in AESOP .
- If your class will be covered internally, please select "NO" in the Substitute Required field.
- If your class will need to be covered by a Guest Teacher, select "YES" in the Substitute Required field.
- List **YOUR ZOOM LINK** in the notes to the Substitute field.
- Attach your lesson plans, roster, documents or presentations to be used during the assignment.
- Go to your CANVAS home pages and upload a slide for the students informing them of your absence.

STEP 01

Substitute Required No

Notes to Substitute

List **ZOOM LINK** information here

STEP 02 Once Filled

- Once a Guest Teacher has accepted your assignment, you will receive an email from AESOP with the Guest Teacher name.
- Add that Guest Teacher as an **Alternative-Host** to your Zoom account the day of the absence.
- Reach out to your guest teacher before the start of your assignment.

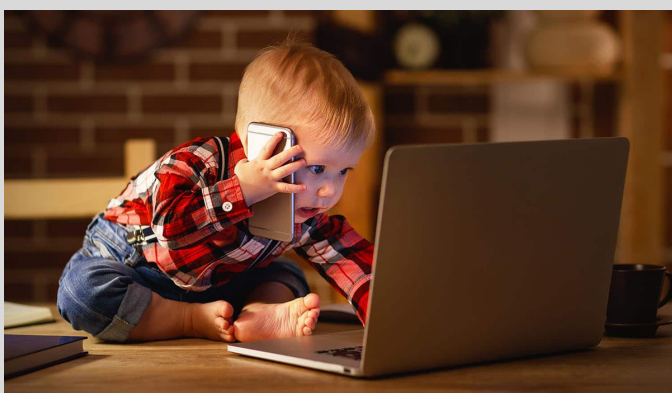
Zoom Settings

- Give your building administrator and your office manager **scheduler permissions** within your Zoom account. This will give them access to add the Guest Teacher to the meeting to cover your class in the event there is short notice of your absence.
- Settings - Other - click the (+) next to Assign Scheduler - enter email address, separated with a comma - click assign.
- Please note that making someone the **co-host is not a good solution** as it will require you the teacher to initiate each meeting before handing off the rights to the Guest Teacher.

STEP 03

Guest Teacher Information

- The Guest Teacher will use Zoom and provided lesson plans to instruct students.
- CANVAS will NOT be used for one day assignments by the Guest Teachers.



Things to Remember

- AESOP attachments can be 2GB or smaller. If your files are larger please compress the files.
- Compress a PDF [here](#)
- Be sure to attach your class roster
- Personal days require 5 days notice and approval.
- If you use a digital form for student attendance please be sure to post that on your Canvas homepage

STEP 04

Unfilled Assignments

If your absence is not covered internally or by Guest Teacher, an asynchronous lesson should be posted on your Canvas homepage

STEP 05

