

Substitute Teacher Online Course

Once you have submitted all of your assignments, Mrs. Jamie Vickers will work to get you on the approved substitute teaching list.

Directions for enrolling in the course:

In order to participate in the substitute teacher online training course, please complete the following steps below.

Step 1: Please go to account.google.com to sign in to the substitute teacher Google account.

******IF YOU HAVE A PERSONAL GMAIL ACCOUNT, YOU MUST LOG OUT OF YOUR PERSONAL GMAIL ACCOUNT BEFORE YOU ENTER IN THE NEW ACCOUNT INFORMATION BELOW.*****

Step 2: Enter in this information in the box:

Email address: substituteteacher@dekalbschools.net

Password: Substitute#1 **(You must remember this password.)**

(This Password is case sensitive. You **MAY NOT** change this password at any time. For technical difficulties, email: kathybryant@dekalbschools.net)

Step 3: Once you have logged into the substitute teacher Google Account, go to the 9 tiles in the upper righthand corner of the screen. Click on the tiles



Step 4: Scroll through the apps and find Google Classroom. Click on the

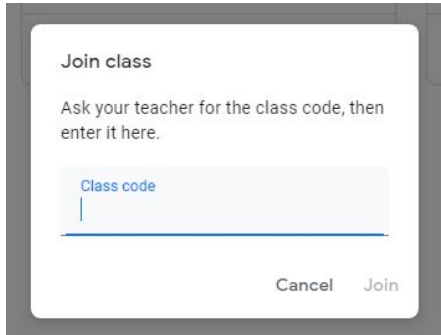


Google Classroom App.

Step 5: It will ask if you are a **Teacher or a Student**. You are a **STUDENT** for this class.

Step 6: Find the large **+** sign at the top right hand corner of your screen.

Step 7: Click on the **+** sign and click **Join Class**.



Step 8: Enter this code to join the class: **j7firmq**

If you have any questions, please email:
kathybryant@dekalbschools.net OR call 615-215-2107