

## Sharing Teacher Computer Files with Daily Substitutes

Please follow the procedure below if you need to share any data files with a daily substitute – e.g., to allow the substitute to run lesson plans on your classroom Smart Board.

The **Shared Data Folder** on your desktop folder contains a folder called **Sub Lesson Plans**. Within the Sub Lesson Plans folder, there is a subfolder for each school.

If you have files which you need to share with a substitute, please follow these steps:

1. Name your file(s) with the absence date, your last name, and a short descriptive title using this format:  
[yyyy-mm-dd]\_[your last name]\_[short title]      e.g., 2019-01-16\_Leeb\_Sub Plans.docx
2. Save the file(s) into: Shared Data Folders (on your desktop) > Sub Lesson Plans > your school's subfolder.
3. Communicate the file name(s) to your substitute via your lesson plan (or by emailing the sub through Aesop).
4. The file(s) can now be accessed by your substitute when he/she logs into the BPS network using school's generic substitute network account.

Some important reminders:

- Substitutes should see the school secretary for the school's Guest network account username and password. Each school has its own account.
- Teacher/staff BPS network accounts should never be shared.
- Use of thumb drives with BPS computers is no longer permitted.
- The Sub Lesson Plans school subfolders will be periodically cleaned out, based on file name dates.

*This process is communicated to daily substitutes via a training module. Your school secretary should also remind any substitute who requests the guest password for your school.*

Please refer any questions or comments on this process to the BPS Substitute Coordinator, Rebecca Leeb, at [rleeb@belmont.k12.ma.us](mailto:rleeb@belmont.k12.ma.us) or 617-993-5420 (7:30am - 2:30pm).