On Day of Substitute Job

1. Do NOT report to the building
2. Find the sub plans
   a. Check the EDUStaff site
   b. Check your AAPS and/or personal email for the plans
   c. Check in Schoology Courses or Schoology Email
   d. Reach out to the building
3. On the morning of the job, log into Schoology and check to see that the courses you’ll be teaching from are listed in your courses area.
   a. Log into Schoology: [https://aaps.schoology.com](https://aaps.schoology.com)
      i. Instructions on page 2
   b. The first screen after logging in will be the Course Dashboard, this is one place you should be able to see ALL courses assigned to you.
4. Remember to take attendance.
5. To leave feedback for the teacher, remember to use the internal email feature within Schoology. It’s the envelope in the blue banner in the top right section of Schoology.
6. If you run into any difficulties you can contact the building administrator and/or building office professional. For tech assistance contact the Staff Tech Help Desk at 734-994-5040.
Logging Into Schoology

1. In a browser (Chrome or Firefox), click or copy & paste the following URL to access the Ann Arbor Public School (AAPS) Schoology site. https://aaps.schoology.com
2. Schoology now uses our Ann Arbor Public Schools Google Email to access the application.
   a. If your browser isn’t logged into your AAPS Gmail account you will see the following screen. Please step through the authentication process to access Schoology.
   b. If you ARE already logged into your AAPS Gmail account in your browser you’ll see the following screens. Please step through the authentication process to access Schoology.
3. If these steps don’t work, please clear your browser cache and start the login process over.

Joining a Course in Schoology

1. Log into Schoology
2. Click on Courses in the top blue banner
3. Click on My Courses (on the right side of the screen)
4. Click on the Join a Course button
5. Enter the Access Code and click Join

Joining a Group in Schoology

1. Log into Schoology
2. Click on Groups in the top blue banner
3. Click on My Groups (on the right side of the screen)
4. Click on the Join Group button
5. Enter the Access Code and click Join