

Operations - Outside of Class

- [Blocksi - Inviting a Substitute Teacher](#)

Blocksi - Inviting a Substitute Teacher

Blocksi allows teachers to invite substitute teachers by email. Once validated and logged in, **SUBSTITUTE TEACHERS WILL HAVE IDENTICAL ACCESS AS THE TEACHER THAT INVITED THEM!** Please be cautious when using this feature. Subs will be able to create and delete classes. This isn't a huge problem since you can resync the class with Google Classroom, but it is something to note.

Inviting a Substitute Teacher

1. From the Blocksi dashboard, click on "SUBSTITUTE TEACHERS."
2. Enter the email of the substitute teacher. You can access this in Frontline.
3. Set a date for the access to expire. This should ALWAYS be set to the shortest timeframe available.
4. Enter and confirm as password that meets the requirements. This will be emailed to the sub.
5. Click on the "Send Invite" button.
6. You will see a message stating that the status is "AWAITING VALIDATION."
7. The substitute will receive an email like this one, which includes your email, the password, and a button to access the dashboard.
8. The tech staff has to validate each sub-request, so you need to send a tech ticket to let us know this needs to happen. Please include the email of the user you invited, and also try to include when the account is set to expire. It would also be good to give us a timeline of when the account needs to be available.
9. Once we have validated the request, you will see "VALIDATED" in the status area.
10. The sub will also receive an email letting them know that they may now log in.[in.\[/details\]](#)

1. When you are invited as a substitute teacher in the Blocksi platform, you will receive an email that contains the email address of the teacher, the password the teacher assigned to you, and a login button labeled "MY DASHBOARD." You will not be able to log in quite yet though.
2. Once the tech office approves the request, you will get a second email letting you know that you have been validated. On the day you are subbing, you can click the "MY DASHBOARD" button in the email.

3. Click on the "SUB TEACHER" tab.
4. Click on the "Sign in with Blocks i" button.
5. You will be asked to provide your email address first.
6. You will then be asked to provide the email of the teacher who invited you. This is in the initial email you received.
7. You will then need to provide the password that was included in your initial invitation email.
8. Click on the "Login" button.
9. You will then be taken to the Blocks i dashboard.

At this point, you will have FULL access to the teacher's Blocks i account. We recommend looking at these articles to make sure you can use the platform:

[Blocks i Basics](#)

[Blocks i - Assessment Mode](#) [/details]